

CITY OF KILLEEN

FY 2020 PROPOSED

Core Function:

Support Services

As submitted to the City Council on August 6, 2019



Dedicated Service – Every Day for Everyone!

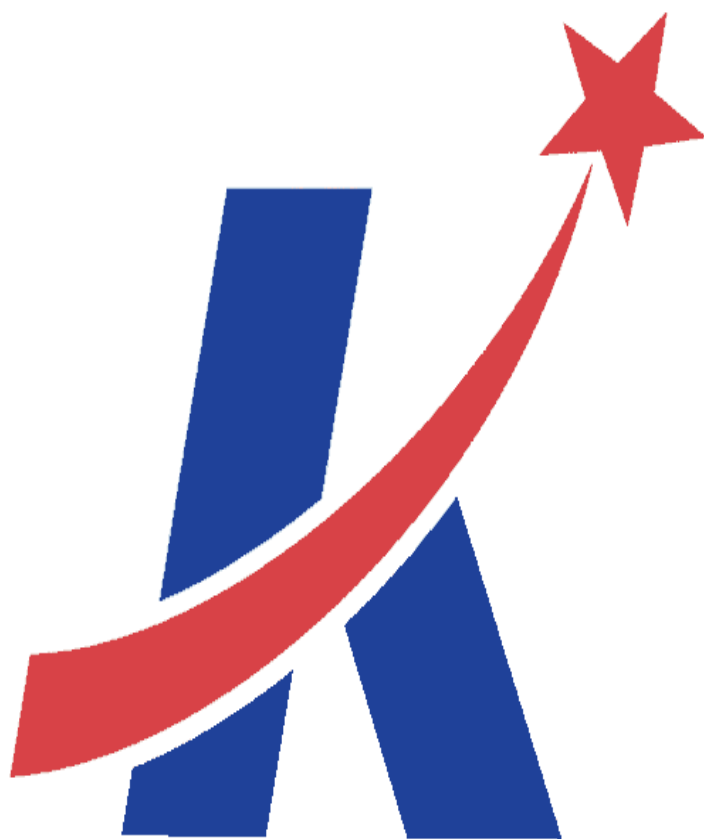




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SUPPORT SERVICES

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Department/Division	FTEs	Hours	Budget
City Auditor	1.00	2,080.00	\$ 122,693
City Manager	4.00	8,320.00	732,019
Community Development - Building Services	7.00	14,560.00	815,483
Community Development - Custodial Services	16.00	33,280.00	777,876
Communications	4.80	9,984.00	436,612
Communications - Legislative Affairs	0.20	416.00	158,756
Communications - PEG Funds	-	-	249,000
Communications - Printing Services	2.00	4,160.00	189,997
Finance	18.00	37,440.00	1,784,135
Finance - Fleet Services	27.00	56,160.00	1,713,150
Finance - Utility Collections	39.50	82,160.00	3,093,053
Human Resources	14.00	29,120.00	1,356,623
Human Resources - Risk Management	3.00	6,240.00	1,369,678
Information Technology	19.00	39,520.00	3,345,836
Legal	8.50	17,680.00	1,139,424
Public Works - Engineering	20.80	43,264.00	2,304,848
Total	184.80	384,384.00	\$ 19,589,183

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECA001	Create audit plans.	0.20	416.00	20,359	24,539
ECA002	Conduct audits.	0.40	832.00	40,709	49,067
ECA003	Issue reports.	0.40	832.00	40,725	49,087
ECD001	Repair and maintain facility components – consisting of plumbing, roofs, windows, doors, overhead commercial doors and related items.	4.30	8,944.00	433,509	475,855
ECD002	Service fire safety alarms and equipment.	0.10	208.00	20,590	22,601

SUPPORT SERVICES
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECD003	Service elevators and ensure annual compliance with regulations.	0.10	208.00	20,196	22,169
ECD004	Clean designated City facilities.	14.78	30,742.40	649,806	690,432
ECD005	Provide and maintain reliable equipment to aid in cleaning.	0.52	1,081.60	45,210	48,037
ECD006	Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.	0.70	1,456.00	37,088	39,407
ECD007	Repair and maintain facility components to electrical items.	1.40	2,912.00	113,123	124,173
ECD008	Repair and maintain facility components – Heating, Ventilation Air Conditioning(HVAC).	1.10	2,288.00	155,496	170,685
ECM001	Provide leadership to the organization.	1.05	2,184.00	169,163	185,027
ECM002	Advise the City Council.	0.85	1,768.00	124,412	137,189
ECM003	Manage city operations.	1.85	3,848.00	301,769	320,067
ECM004	Intergovernmental and community engagement.	0.25	520.00	83,667	89,736
ECO001	Disseminate information to external audiences.	3.30	6,864.00	270,705	281,325
ECO002	Disseminate information to internal audiences.	1.00	2,080.00	90,918	94,485
ECO003	Support media relations.	0.50	1,040.00	58,507	60,802
ECO004	Assist City Council in developing legislative principles.	0.02	41.60	27,075	29,105
ECO005	Establish and maintain relationships with state and federal elected officials and agencies.	0.06	124.80	24,478	26,314
ECO006	Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.	0.12	249.60	96,129	103,337
ECO007	Print materials used by City departments.	1.90	3,952.00	174,655	182,498
ECO008	Coordinate and manage contracted printing.	0.10	208.00	7,177	7,499
ECO009	Pay for equipment	-	-	76,332	249,000
ECO010	Pay for capital improvements.	-	-	-	-
EFN001	Maintain accounting records for receipts, disbursements, and inventories.	4.35	9,048.00	396,416	462,786
EFN002	Prepare financial reports.	1.45	3,016.00	233,755	262,815
EFN003	Monitor fiscal and performance compliance.	2.35	4,888.00	201,178	221,384

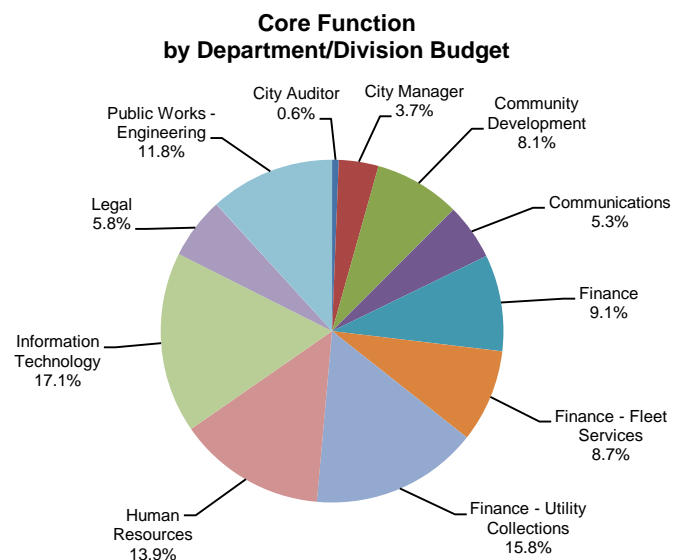
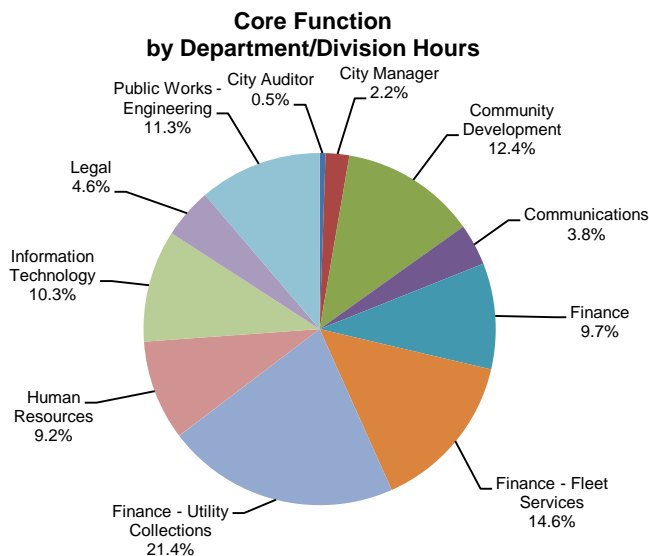
SUPPORT SERVICES
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EFN004	Administer centralized treasury for debt, cash, and investment management.	1.55	3,224.00	140,141	147,407
EFN005	Prepare annual budget.	3.10	6,448.00	379,887	335,452
EFN006	Administer the purchasing and procurement system.	5.20	10,816.00	354,407	354,291
EFN007	Procure and dispose of vehicles and equipment.	1.47	3,057.60	101,242	118,229
EFN008	Manage and maintain the fleet.	24.88	51,750.40	1,309,955	1,529,746
EFN009	Fuel the fleet.	0.65	1,352.00	55,811	65,175
EFN010	Read meters.	10.75	22,360.00	443,896	517,380
EFN011	Bill for service.	13.80	28,704.00	975,116	1,136,540
EFN012	Collect accounts.	14.95	31,096.00	1,234,731	1,439,133
EHR001	Manage recruitment, placement, retention, and staff well-being.	2.40	4,992.00	202,140	266,143
EHR002	Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.	2.40	4,992.00	186,046	244,953
EHR003	Manage a fair classification and compensation plan, and a benefits system.	6.30	13,104.00	450,289	592,862
EHR004	Manage career management, staff development and training, in support of the City's performance management.	2.90	6,032.00	191,904	252,665
EHR005	Ensure compliance with risk policies and procedures.	0.53	1,102.40	1,115,064	1,205,296
EHR006	Ensure compliance with safety policies and procedures.	1.23	2,558.40	76,917	83,141
EHR007	Manage workers compensation, liability and property insurance, and associated claims.	1.24	2,579.20	75,159	81,241
EIT001	Provide a secure, reliable, and cost-effective network.	6.64	13,811.20	889,191	899,923
EIT002	Provide standard software and hardware support.	7.73	16,078.40	933,202	944,466
EIT003	Provide enterprise applications support.	4.63	9,630.40	1,483,541	1,501,447
ELG001	Provide ongoing advice to city officials.	2.42	5,033.60	369,826	411,513
ELG002	Prepare and review legal documents.	2.87	5,969.60	348,281	387,539
ELG003	Process public information requests and appeals to Attorney General.	1.75	3,640.00	109,506	121,849
ELG004	Prosecute persons accused of violating state laws and city ordinances.	0.46	956.80	50,479	56,169
ELG005	Conduct Election of City Officials.	0.26	540.80	56,205	98,120
ELG006	Prepare Council Agendas/Meeting Minutes.	0.34	707.20	16,151	28,196
ELG007	City Records Management.	0.11	228.80	8,295	14,481

SUPPORT SERVICES

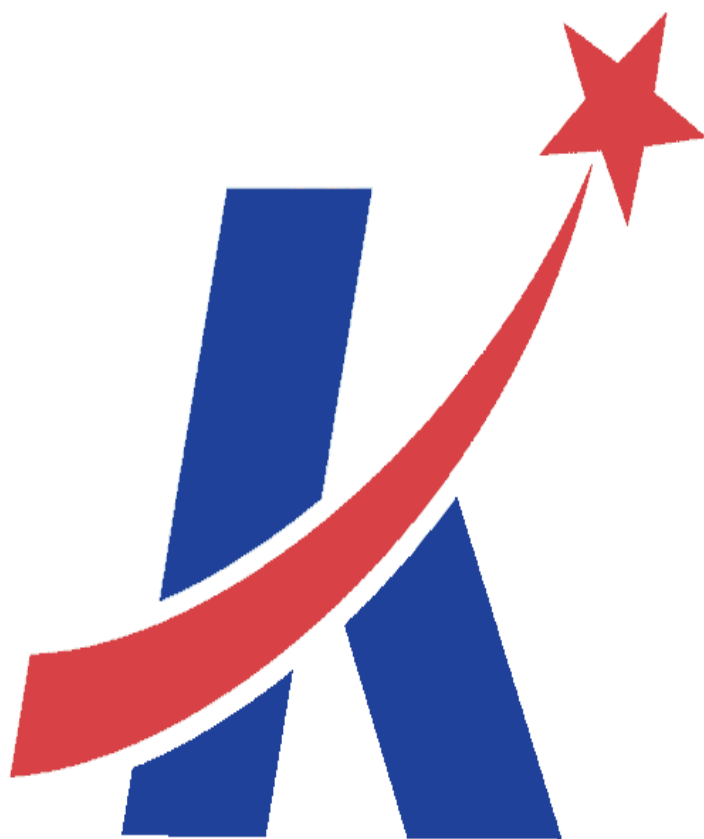
CITY OF KILLEEN FY2020 PROPOSED BUDGET

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ELG008	Manage Appointments to Boards and Commissions.	0.06	124.80	3,054	5,332
ELG009	Process Permits (Alcohol, Assembly, Block Party, Solicitors, Taxi Cab, Police Wrecker Rotation).	0.23	478.40	9,294	16,225
EPW001	Transportation planning.	0.55	1,144.00	73,741	87,496
EPW002	CIP Project Management.	5.75	11,960.00	627,149	744,134
EPW003	Development review: platting and permitting.	2.30	4,784.00	258,476	306,690
EPW004	Construction inspection.	4.40	9,152.00	370,566	439,689
EPW005	Provide GIS services to all city departments.	7.00	14,560.00	515,823	612,041
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	0.40	832.00	48,375	57,399
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.40	832.00	48,375	57,399
		<u>184.80</u>	<u>384,384.00</u>	<u>17,425,383</u>	<u>19,589,183</u>





City Auditor





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: City Auditor

Division: City Auditor

Mission

The City Auditor Department's mission is to provide independent analyses of City programs and activities to ensure a properly functioning system of internal controls, promote efficiency and effectiveness in City operations, and enhance transparency of the City government.



Mission Elements

- ☐ Create audit plans.
- ☐ Conduct audits.
- ☐ Issue reports.



By the Numbers:

☐ Audits Issued in FY 2019:

☐ KCCC Mixed Beverage Operation

☐ Animal Services Unit

☐ Killeen Volunteers, Inc. (In progress)



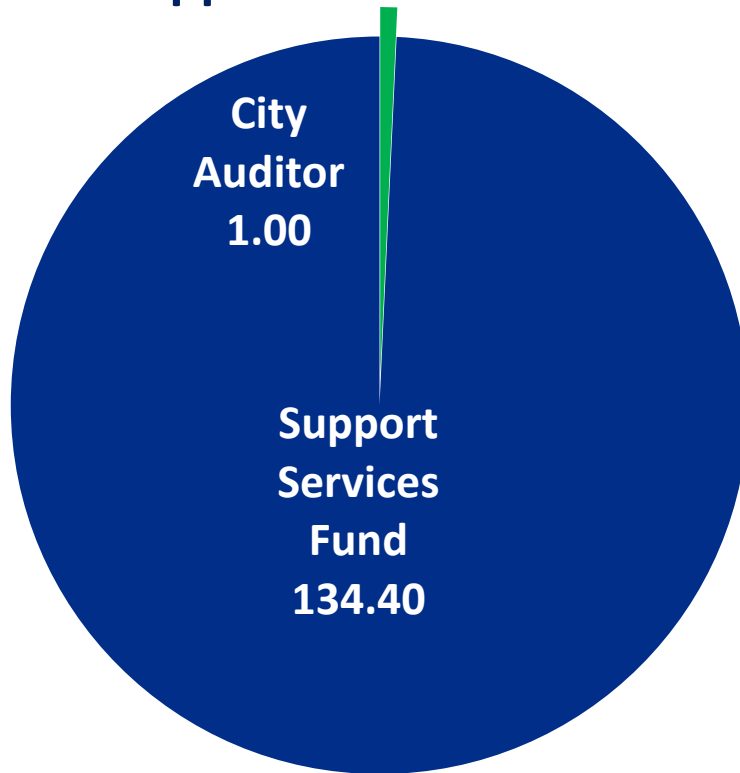
Goals for FY 2020

- ❑ The Audit Plan for Fiscal Year 2020 includes:
 - ❑ Golf Course: Interim Review of Contractor Performance.
 - ❑ Municipal Court: Fine Collections.
 - ❑ IT: User Permissions
 - ❑ Submit updated Audit Plan to Audit Committee for discussion and approval.

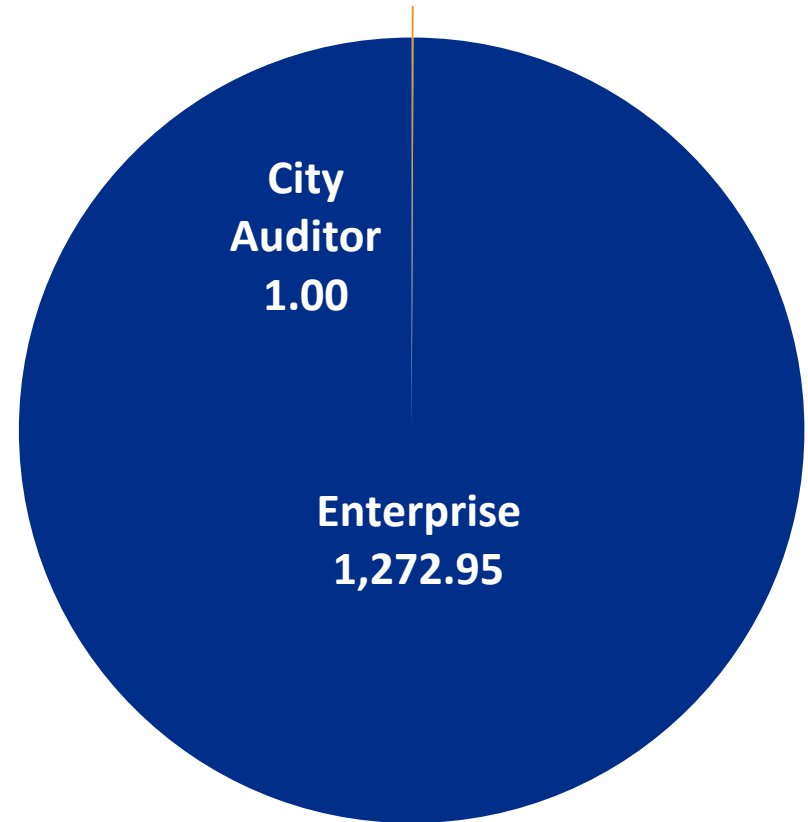


How City Auditor Fits in the Enterprise in FY 2020 – Staffing

0.74% of FTEs in Fund
FTEs in the
Support Services Fund



0.08% of FTEs in Enterprise
FTEs in All Funds



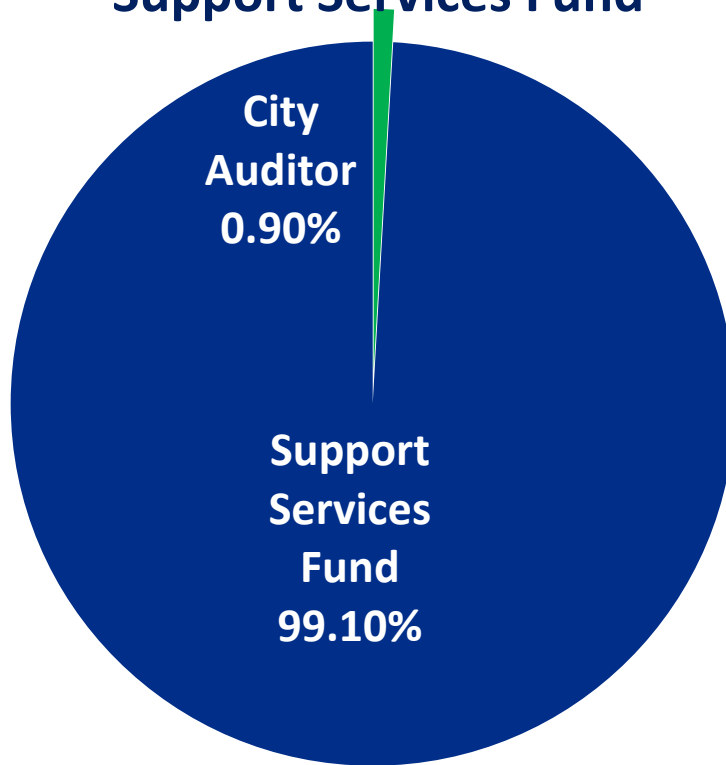
City Auditor FTEs = 1.00
Support Services Fund FTEs = 135.40

All Funds FTEs = 1,273.95

How City Auditor Fits in the Enterprise in FY 2020 – Budget

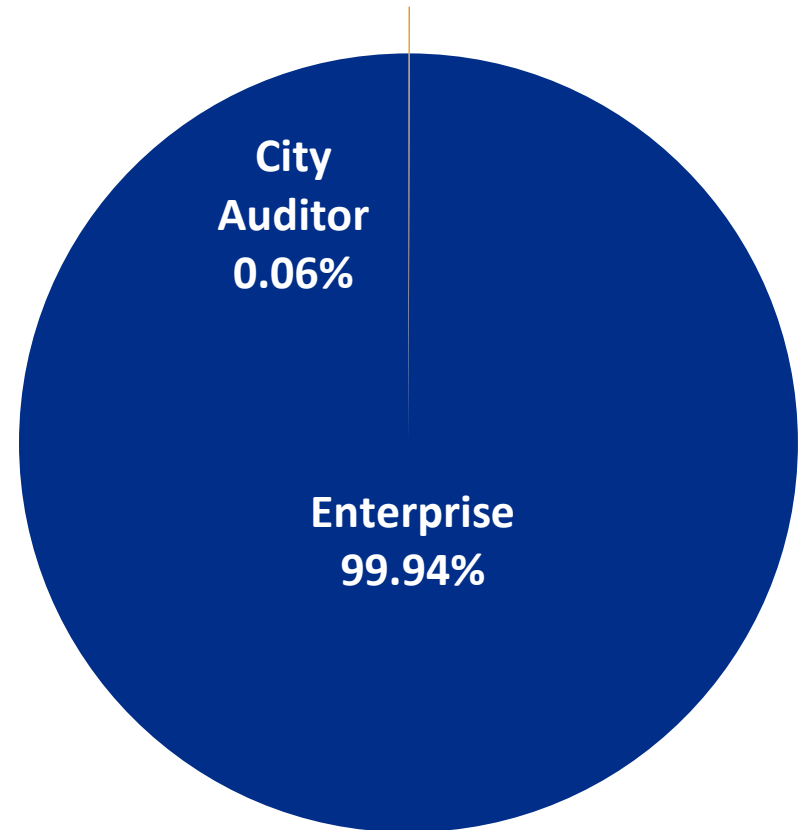
0.90% of Expenses in Fund

Expenses in the
Support Services Fund



0.06% of Expenses in Enterprise

Expenses in All Funds



City Auditor Expense = \$122,693

Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	1.00	1.00	1.00



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	97,135	101,730	101,793	122,693
Total	\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693
=Base request				\$ 122,693
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 122,693



City Auditor by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECA001	Create audit plans.	0.20	416.00	\$ 20,359	\$ 24,539
ECA002	Conduct audits.	0.40	832.00	40,709	49,067
ECA003	Issue reports.	0.40	832.00	40,725	49,087
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 101,793</u>	<u>\$ 122,693</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 94,490	\$ 98,328	\$ 100,067	\$ 103,797
• Materials & Supplies	2,645	3,402	1,726	4,300
• Capital Outlay	-	-	-	-
Total	\$ 97,135	\$ 101,730	\$ 101,793	\$ 108,097
=Base request				\$ 108,097
+Decision package - Compensation Equity				14,596
=Total				\$ 122,693



Explanation of Expense Variance

- ☐ City Council approved salary increase.
- ☐ Increase in funding for professional development.
- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$14,596	\$0	\$14,596
Total Decision Packages		\$14,596	\$0	\$14,596



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



City Manager's Comments





DIVISION MISSION STATEMENT

The City Auditor Department's mission is to provide independent analyses of City programs and activities to ensure a properly functioning system of internal controls, promote efficiency and effectiveness in City operations, and enhance transparency of the City government.

MISSION ELEMENTS

- ✓ Create audit plans.
- ✓ Conduct audits.
- Issue reports.

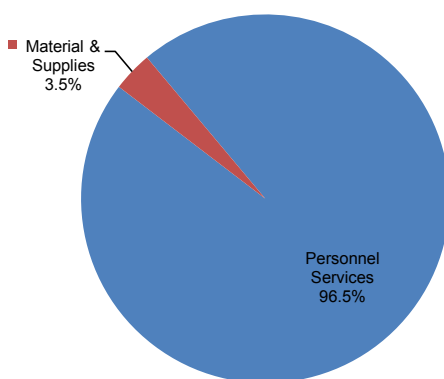
GOALS

- The Audit Plan for Fiscal Year 2020 includes:
- Golf Course: Interim Review of Contractor Performance.
 - Municipal Court: Fine Collections.
 - IT: User Permissions
 - Submit updated Audit Plan to Audit Committee for discussion and approval.

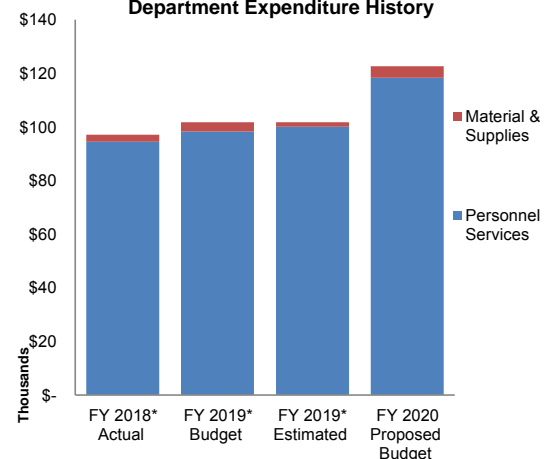
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693
Total	\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 94,490	\$ 98,328	\$ 100,067	\$ 118,393
Material & Supplies	2,645	3,402	1,726	4,300
Total	\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693

Department Expenditures



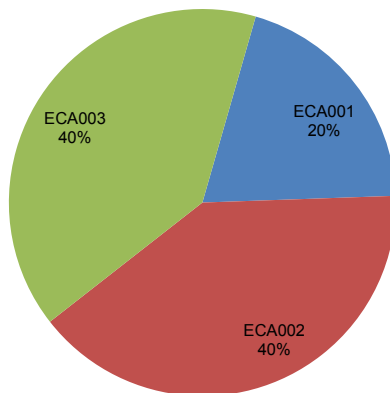
Department Expenditure History



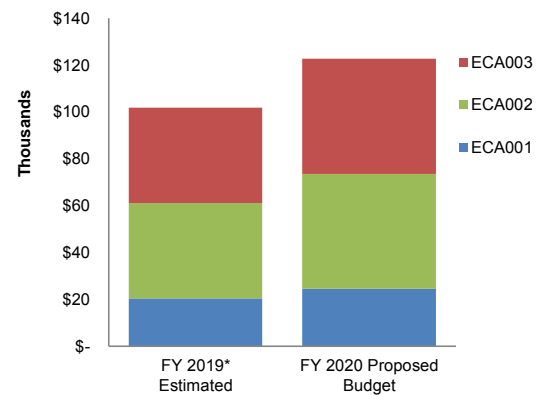
* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECA001	Create audit plans.	0.20	416.00	\$ 20,359	\$ 24,539
ECA002	Conduct audits.	0.40	832.00	40,709	49,067
ECA003	Issue reports.	0.40	832.00	40,725	49,087
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 101,793</u>	<u>\$ 122,693</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



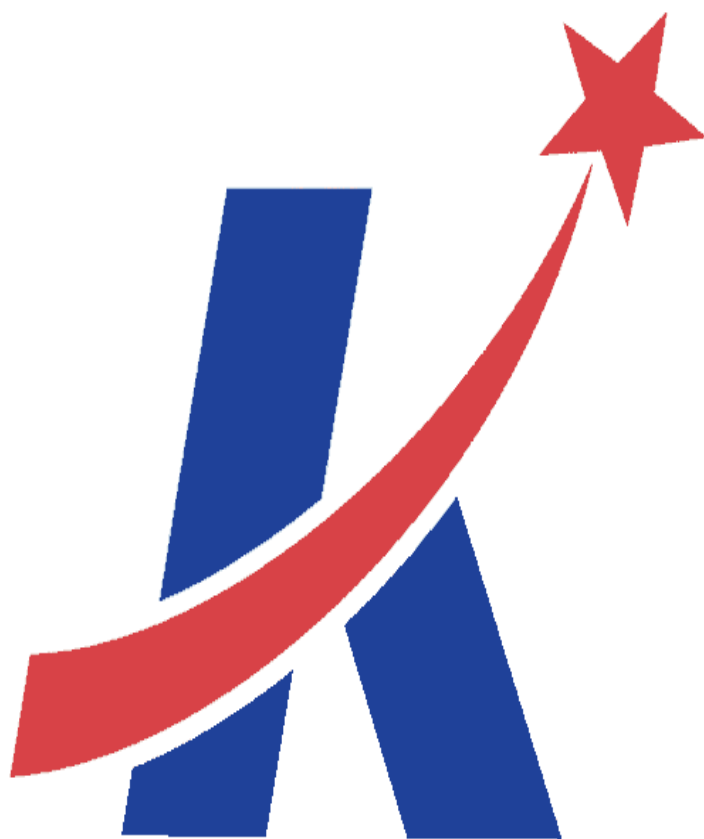
Staffing
City Auditor
Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
City Auditor					
Personnel Services					
010-0208-413.40-05	FULL-TIME SALARIES	\$ 75,976	\$ 78,407	\$ 79,505	\$ -
010-0208-413.40-25	LONGEVITY	35	96	83	-
010-0208-413.40-81	GROUP INSURANCE	5,280	-	-	-
010-0208-413.40-82	MEDICAL INSURANCE	-	4,941	5,438	-
010-0208-413.40-83	DENTAL INSURANCE	-	276	276	-
010-0208-413.40-84	LIFE INSURANCE	-	18	18	-
010-0208-413.40-85	RETIREMENT - TMRS	7,526	8,753	8,655	-
010-0208-413.40-87	SOCIAL SECURITY	5,543	4,623	4,828	-
010-0208-413.40-88	MEDICARE	-	1,081	1,129	-
010-0208-413.40-89	WORKERS COMPENSATION	129	133	135	-
610-0308-413.40-05	FULL-TIME SALARIES	-	-	-	94,095
610-0308-413.40-25	LONGEVITY	-	-	-	145
610-0308-413.40-82	MEDICAL INSURANCE	-	-	-	5,498
610-0308-413.40-83	DENTAL INSURANCE	-	-	-	275
610-0308-413.40-84	LIFE INSURANCE	-	-	-	18
610-0308-413.40-85	RETIREMENT - TMRS	-	-	-	11,130
610-0308-413.40-87	SOCIAL SECURITY	-	-	-	5,732
610-0308-413.40-88	MEDICARE	-	-	-	1,340
610-0308-413.40-89	WORKERS COMPENSATION	-	-	-	160
Personnel Services		94,490	98,328	100,067	118,393
Supplies					
010-0208-413.41-10	OFFICE	-	50	35	-
010-0208-413.41-35	PRINT SUPPLIES	99	100	89	-
610-0308-413.41-10	OFFICE	-	-	-	50
610-0308-413.41-35	PRINT SUPPLIES	-	-	-	100
Supplies		99	150	124	150
Support Services					
010-0208-413.44-05	TELEPHONE	4	15	15	-
010-0208-413.44-30	TRAINING AND TRAVEL	2,332	2,832	1,182	-
010-0208-413.44-75	DUES AND MEMBERSHIPS	210	405	405	-
610-0308-413.44-05	TELEPHONE	-	-	-	25
610-0308-413.44-30	TRAINING AND TRAVEL	-	-	-	3,600
610-0308-413.44-75	DUES AND MEMBERSHIPS	-	-	-	525
Support Services		2,547	3,252	1,602	4,150
City Auditor		\$ 97,135	\$ 101,730	\$ 101,793	\$ 122,693

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.





City Manager





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: City Manager

Divisions: City Manager,

Assistant City Manager

Mission

The City Manager's office mission statement is to build a High Performing Organization to support a Highly Effective City Council.



Mission Elements

- ☐ Provide leadership to the organization.
- ☐ Advise the City Council.
- ☐ Manage city operations.
- ☐ Intergovernmental and community engagement.



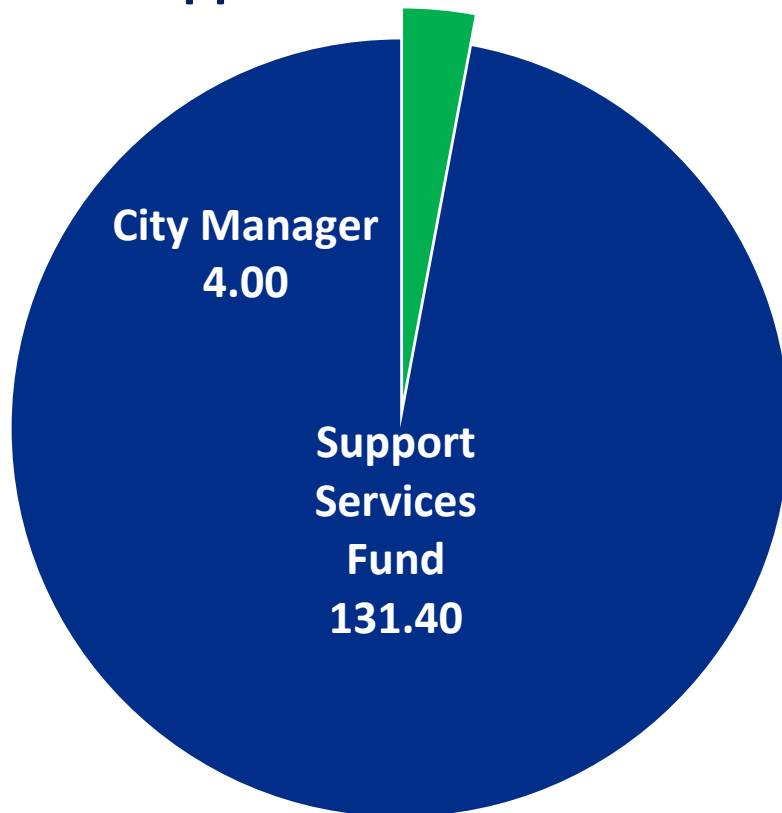
Goals for FY 2020

- ☐ Deliver a balanced FY 2020 budget to City Council.
- ☐ Monitor and manage the City's financial condition.
- ☐ Advance work on the Planning & Evaluation Model (continued progress on Comprehensive Plan, Strategic Plan, & Business Plans.)
- ☐ Monitor effects of Legislative actions and continue priority lobbying efforts.
- ☐ Work on the major strategic issues:
 - ☐ Compensation Equity
 - ☐ Retirement
 - ☐ Implementation of Street Maintenance Fee
 - ☐ Deferred Building Maintenance
 - ☐ Advance Work on Impact Fees



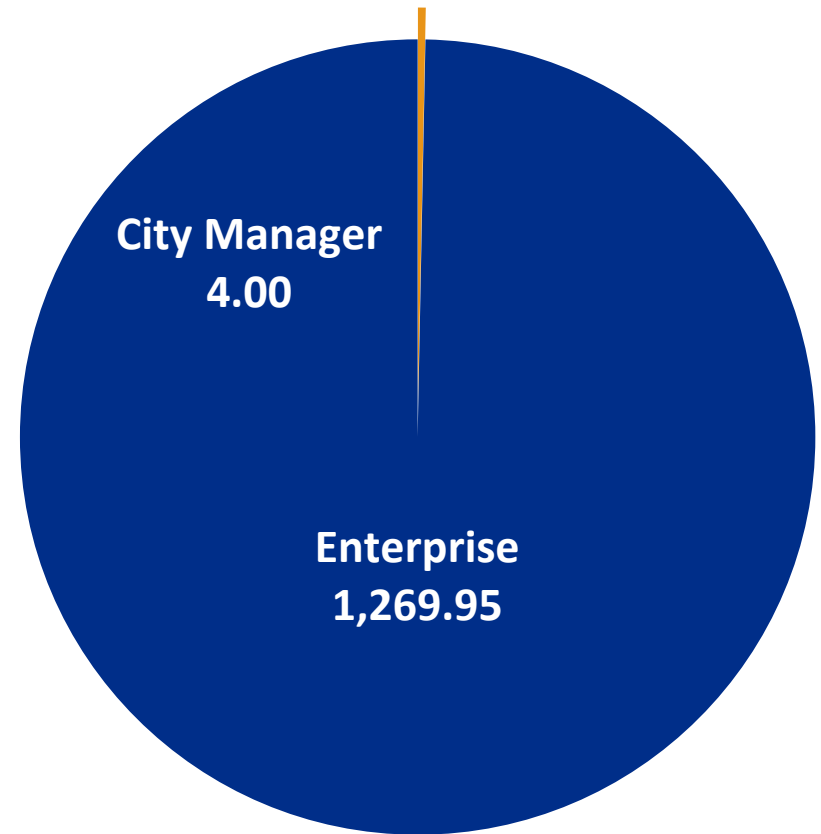
How City Manager Fits in the Enterprise in FY 2020 – Staffing

2.95% of FTEs in Fund
FTEs in the
Support Services Fund



City Manager FTEs = 4.00
Support Services Fund FTEs = 135.40

0.31% of FTEs in Enterprise
FTEs in All Funds



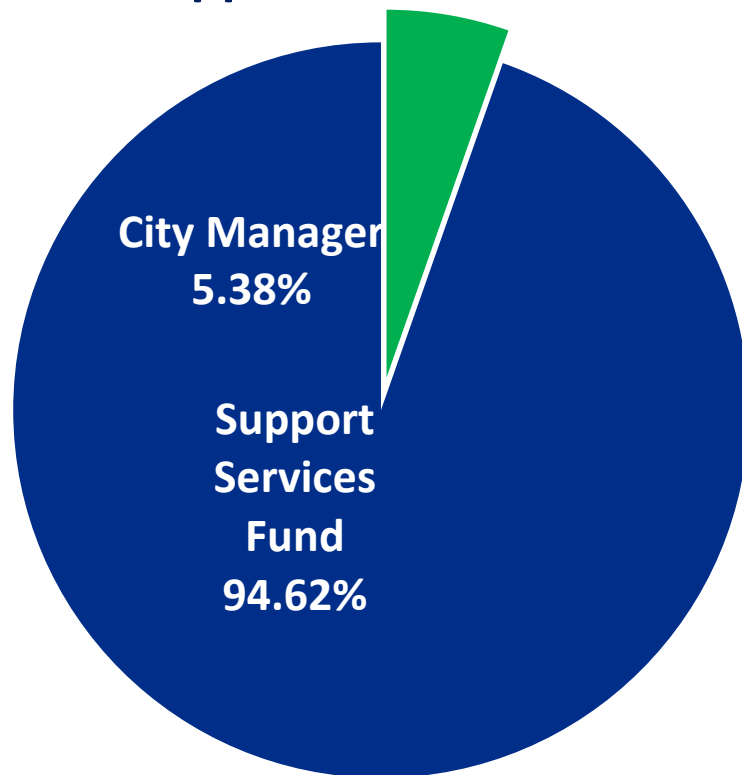
All Funds FTEs = 1,273.95

How City Manager Fits in the Enterprise in FY 2020 – Budget

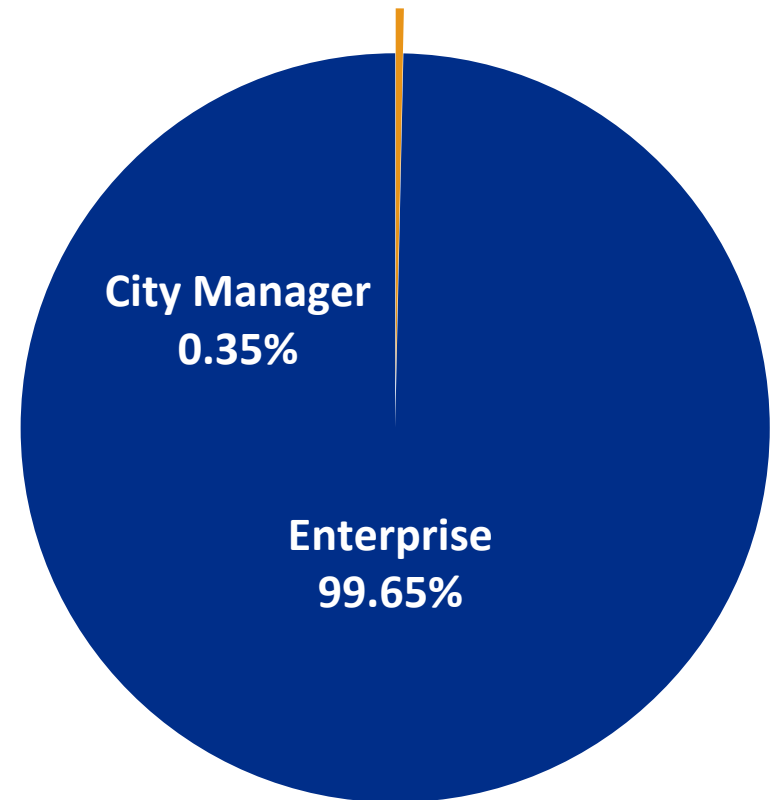
5.38 % of Expenses in Fund

0.35% of Expenses in Enterprise

**Expenses in the
Support Services Fund**



Expenses in All Funds



 City Manager Expense = \$732,019
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	3.34	3.00	4.00

FY 2018

Unfunded Administrative Assistant Position - Vacant.

Unfunded Deputy City Manager – Filled (funded until 01/31/2018).

FY 2020

Reallocated a vacant position from another division to create a Special Projects Manager.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	691,471	679,554	679,011	732,019
Total	\$ 691,471	\$ 679,554	\$ 679,011	\$ 732,019
=Base request				\$ 732,019
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 732,019



City Manager by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECM001	Provide leadership to the organization.	1.05	2,184.00	\$ 171,629	\$ 185,027
ECM002	Advise the City Council.	0.85	1,768.00	127,255	137,189
ECM003	Manage city operations.	1.85	3,848.00	296,890	320,067
ECM004	Intergovernmental and community engagement.	0.25	520.00	83,238	89,736
		<u>4.00</u>	<u>8,320.00</u>	<u>\$ 679,011</u>	<u>\$ 732,019</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 634,252	\$ 608,429	\$ 633,085	\$ 653,711
• Materials & Supplies	53,719	71,125	45,926	74,120
• Contracts	3,500	-	-	-
• Capital Outlay	-	-	-	-
Total	\$ 691,471	\$ 679,554	\$ 679,011	\$ 727,831
=Base request				\$ 727,831
+Decision packages - Compensation Equity				4,188
=Total				\$ 732,019



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Reallocated vacant position for Special Project Manager.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$4,188	\$0	\$4,188
Total Decision Packages		\$4,188	\$0	\$4,188



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



City Manager's Comments





DIVISION MISSION STATEMENT

The City Manager's office mission statement is to build a High Performing Organization to support a Highly Effective City Council.

MISSION ELEMENTS

- Provide leadership to the organization.
- Advise the City Council.
- Manage city operations.
- Intergovernmental and community engagement.

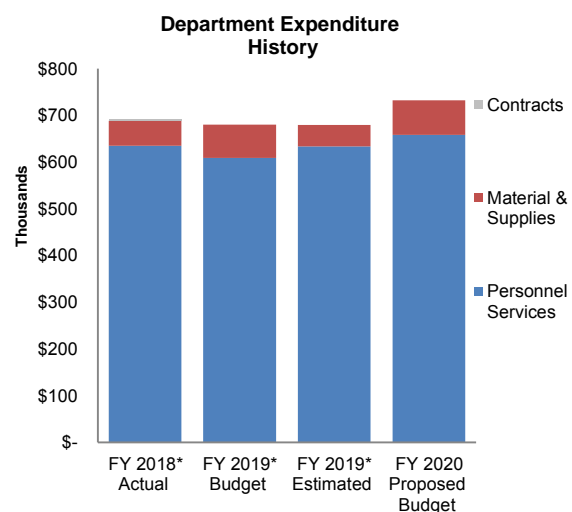
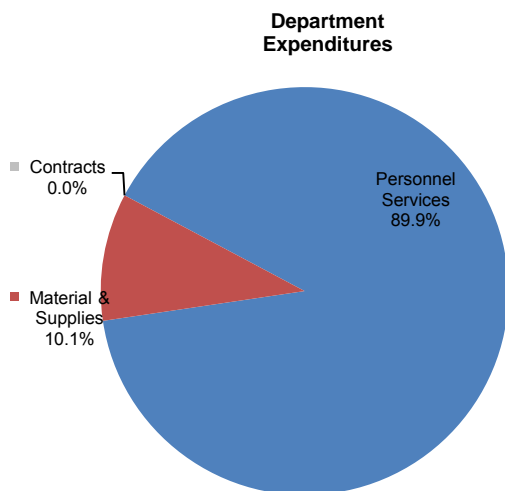
GOALS

- Deliver a balanced FY 2020 budget to City Council.
- Monitor and manage the City's financial condition.
- Advance work on the Planning & Evaluation Model (continued progress on Comprehensive Plan, Strategic Plan, & Business Plans.)
- Monitor effects of Legislative actions and continue priority lobbying efforts.
- Create an Economic Development Policy.
- Work on the major strategic issues:
 - Compensation Equity.
 - Retirement.
 - Deferred Building Maintenance
 - Advance Work on Impact Fees.

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 691,469	\$ 679,554	\$ 679,011	\$ 731,924
Total	\$ 691,469	\$ 679,554	\$ 679,011	\$ 731,924
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 634,252	\$ 608,429	\$ 633,085	\$ 657,899
Material & Supplies	53,717	71,125	45,926	74,025
Contracts	3,500	-	-	-
Total	\$ 691,469	\$ 679,554	\$ 679,011	\$ 731,924



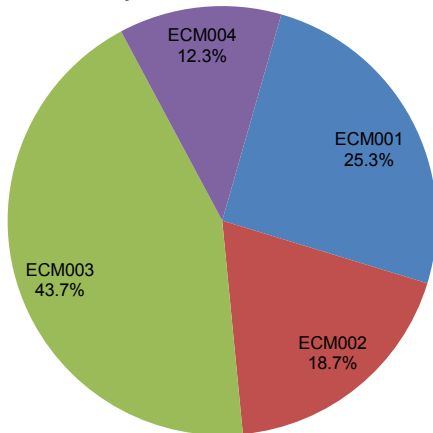
* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

**SUPPORT SERVICES
CITY MANAGER**

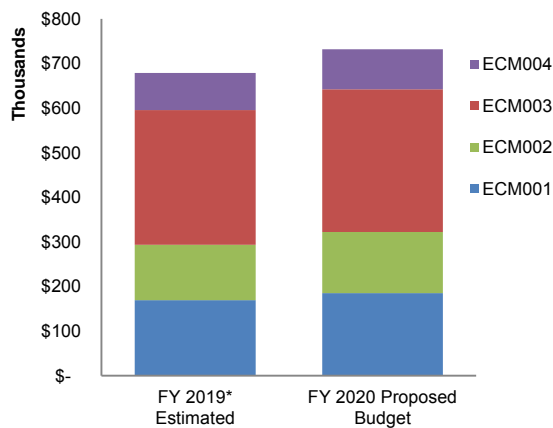
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECM001	Provide leadership to the organization.	1.05	2,184.00	\$ 169,163	\$ 185,027
ECM002	Advise the City Council.	0.85	1,768.00	124,412	137,189
ECM003	Manage city operations.	1.85	3,848.00	301,769	320,067
ECM004	Intergovernmental and community engagement.	0.25	520.00	83,667	89,736
		<u>4.00</u>	<u>8,320.00</u>	<u>\$ 679,011</u>	<u>\$ 732,019</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Staffing			
Administrative Assistant II	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Deputy City Manager ¹	0.34	-	-
Special Projects Manager for CM ²	-	1.00	1.00
Total Staffing	<u>3.34</u>	<u>4.00</u>	<u>4.00</u>

¹ - In FY 2019, one Deputy City Manager position eliminated

² - In FY 2019, one Special Projects Manager for CM position was added

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

DIVISION MISSION STATEMENT

The City Manager's office mission statement is to build a High Performing Organization to support a Highly Effective City Council.

MISSION ELEMENTS

- Provide leadership to the organization.
- Advise the City Council.
- Manage city operations.
- Intergovernmental and community engagement.

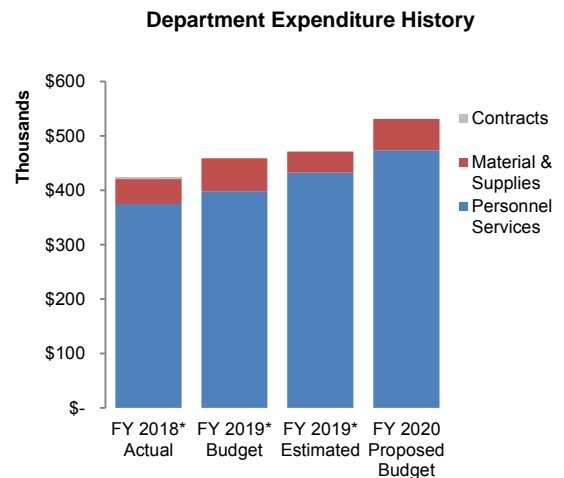
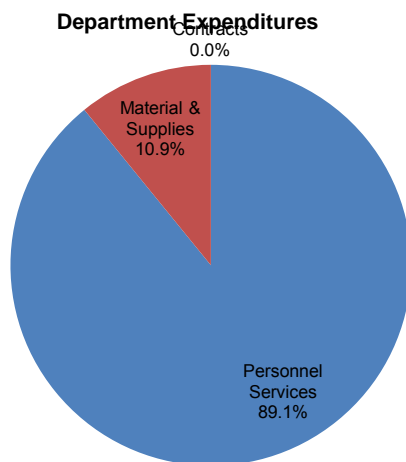
GOALS

- Deliver a balanced FY 2020 budget to City Council.
- Monitor and manage the City's financial condition.
- Advance work on the Planning & Evaluation Model (continued progress on Comprehensive Plan, Strategic Plan, & Business Plans.)
- Monitor effects of Legislative actions and continue priority lobbying efforts.
- Create an Economic Development Policy.
- Work on the major strategic issues:
 - Compensation Equity.
 - Retirement.
 - Deferred Building Maintenance
 - Advance Work on Impact Fees.

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 424,168	\$ 458,431	\$ 470,827	\$ 530,968
Total	\$ 424,168	\$ 458,431	\$ 470,827	\$ 530,968
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 374,698	\$ 397,986	\$ 431,972	\$ 473,218
Material & Supplies	45,969	60,445	38,855	57,750
Contracts	3,500	-	-	-
Total	\$ 424,168	\$ 458,431	\$ 470,827	\$ 530,968



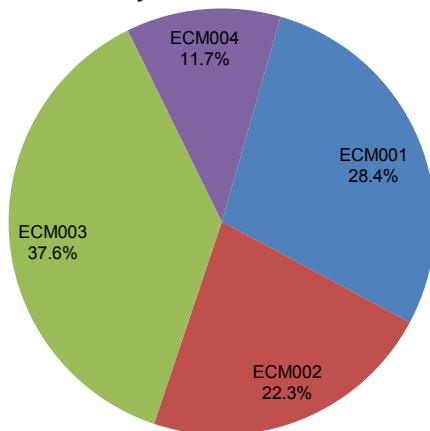
* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

**SUPPORT SERVICES
CITY MANAGER**

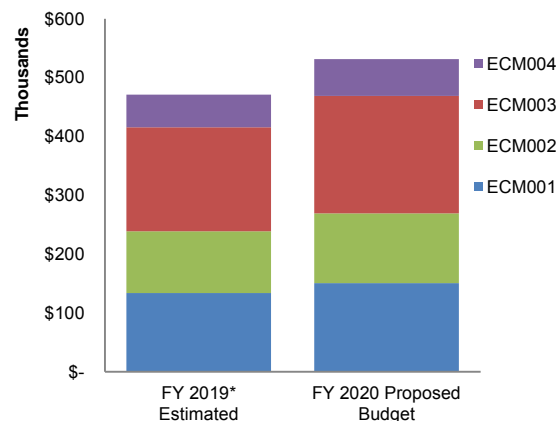
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECM001	Provide leadership to the organization.	0.90	1,872.00	\$ 133,639	\$ 150,736
ECM002	Advise the City Council.	0.75	1,560.00	105,107	118,554
ECM003	Manage city operations.	1.20	2,496.00	176,909	199,542
ECM004	Intergovernmental and community engagement.	0.15	312.00	55,172	62,231
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 470,827</u>	<u>\$ 531,063</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Staffing			
Administrative Assistant II	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Special Projects Manager for CM	-	1.00	1.00
Total Staffing	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>

²- In FY 2019, one Special Projects Manager for CM position was added

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
City Manager					
Personnel Services					
010-0200-413.40-05	FULL-TIME SALARIES	\$ 286,873	\$ 295,664	\$ 320,173	\$ -
010-0200-413.40-10	PART-TIME SALARIES	-	-	8,586	-
010-0200-413.40-15	OVERTIME	70	-	-	-
010-0200-413.40-25	LONGEVITY	1,566	1,752	1,663	-
010-0200-413.40-50	CAR ALLOWANCE	7,200	7,200	7,200	-
010-0200-413.40-81	GROUP INSURANCE	10,601	-	-	-
010-0200-413.40-82	MEDICAL INSURANCE	-	10,003	10,021	-
010-0200-413.40-83	DENTAL INSURANCE	-	552	552	-
010-0200-413.40-84	LIFE INSURANCE	-	36	36	-
010-0200-413.40-85	RETIREMENT - TMRS	31,319	36,418	38,281	-
010-0200-413.40-87	SOCIAL SECURITY	15,917	19,294	17,847	-
010-0200-413.40-88	MEDICARE	-	4,512	5,001	-
010-0200-413.40-89	WORKERS COMPENSATION	538	555	612	-
010-0200-413.40-90	DEFERRED COMPENSATION	20,615	22,000	22,000	-
610-0200-413.40-05	FULL-TIME SALARIES	-	-	-	350,979
610-0200-413.40-25	LONGEVITY	-	-	-	1,873
610-0200-413.40-50	CAR ALLOWANCE	-	-	-	7,200
610-0200-413.40-82	MEDICAL INSURANCE	-	-	-	16,614
610-0200-413.40-83	DENTAL INSURANCE	-	-	-	827
610-0200-413.40-84	LIFE INSURANCE	-	-	-	55
610-0200-413.40-85	RETIREMENT - TMRS	-	-	-	45,120
610-0200-413.40-87	SOCIAL SECURITY	-	-	-	22,613
610-0200-413.40-88	MEDICARE	-	-	-	5,288
610-0200-413.40-89	WORKERS COMPENSATION	-	-	-	649
610-0200-413.40-90	DEFERRED COMPENSATION	-	-	-	22,000
Personnel Services		374,698	397,986	431,972	473,218
Supplies					
010-0200-413.41-10	OFFICE	376	500	450	-
010-0200-413.41-15	POSTAGE/CARRIER SERVICE	168	200	25	-
010-0200-413.41-20	UNIFORMS AND CLOTHING	108	150	100	-
010-0200-413.41-25	SUBSCRIPTION/PUBLICATIONS	304	20	915	-
010-0200-413.41-35	PRINT SUPPLIES	1,755	2,500	2,000	-
010-0200-413.41-60	FOOD SUPPLIES	80	100	70	-
610-0200-413.41-10	OFFICE	-	-	-	500
610-0200-413.41-15	POSTAGE/CARRIER SERVICE	-	-	-	200
610-0200-413.41-20	UNIFORMS AND CLOTHING	-	-	-	150
610-0200-413.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	920
610-0200-413.41-35	PRINT SUPPLIES	-	-	-	2,500
610-0200-413.41-60	FOOD SUPPLIES	-	-	-	5
Supplies		2,791	3,470	3,560	4,275
Repair & Maintenance					
010-0200-413.42-43	COMPUTER MAINTENANCE	747	750	-	-
Repair & Maintenance		747	750	-	-
Support Services					
010-0200-413.44-05	TELEPHONE	765	1,000	1,000	-
010-0200-413.44-10	EQUIPMENT RENTAL/LEASE	3,812	4,000	4,000	-
010-0200-413.44-27	SPONSORSHIPS	5,123	14,700	3,500	-
010-0200-413.44-30	TRAINING AND TRAVEL	10,141	13,075	6,650	-
010-0200-413.44-71	FLOWERS	538	800	600	-
010-0200-413.44-75	DUES AND MEMBERSHIPS	21,493	22,650	19,545	-
610-0200-413.44-05	TELEPHONE	-	-	-	1,000
610-0200-413.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	4,000
610-0200-413.44-27	SPONSORSHIPS	-	-	-	14,700
610-0200-413.44-30	TRAINING AND TRAVEL	-	-	-	12,430
610-0200-413.44-71	FLOWERS	-	-	-	800
610-0200-413.44-75	DUES AND MEMBERSHIPS	-	-	-	20,545
Support Services		41,873	56,225	35,295	53,475

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
	Minor Capital				
010-0200-413.46-50	FURNITURE AND FIXTURES	\$ 559	\$ -	\$ -	\$ -
	Minor Capital	<u>559</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Professional Services				
010-0200-413.47-01	CONSULTING ³	3,500	-	-	-
	Professional Services	<u>3,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
	City Manager	<u>\$ 424,168</u>	<u>\$ 458,431</u>	<u>\$ 470,827</u>	<u>\$ 530,968</u>

³ - Realigned Schlueter Group to Legislative Affairs and Consulting Services to Non-Departmental

DIVISION MISSION STATEMENT

The City Manager's office mission statement is to build a High Performing Organization to support a Highly Effective City Council.

MISSION ELEMENTS

- Provide leadership to the organization.
- Advise the City Council.
- Manage city operations.
- Intergovernmental and community engagement.

GOALS

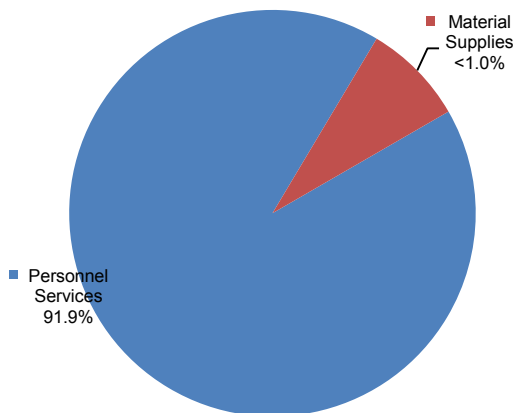
- Deliver a balanced FY 2020 budget to City Council.
- Monitor and manage the City's financial condition.
- Advance work on the Planning & Evaluation Model (continued progress on Comprehensive Plan, Strategic Plan, & Business Plans.)
- Monitor effects of Legislative actions and continue priority lobbying efforts.
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 - Retirement.
 - Deferred Building Maintenance
 - Advance Work on Impact Fees.

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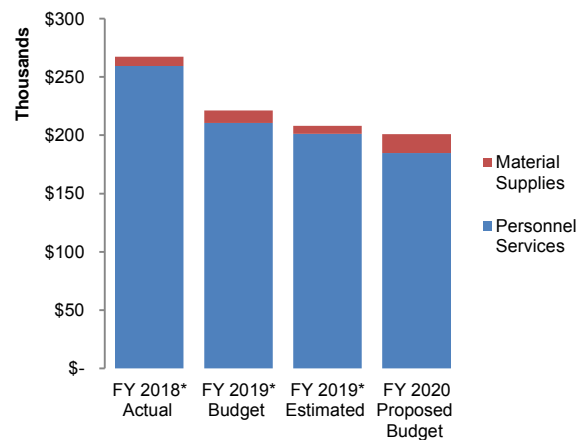
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956
Total	\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 259,553	\$ 210,443	\$ 201,113	\$ 184,681
Material & Supplies	7,748	10,680	7,071	16,275
Total	\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956

Department Expenditures



Department Expenditure History



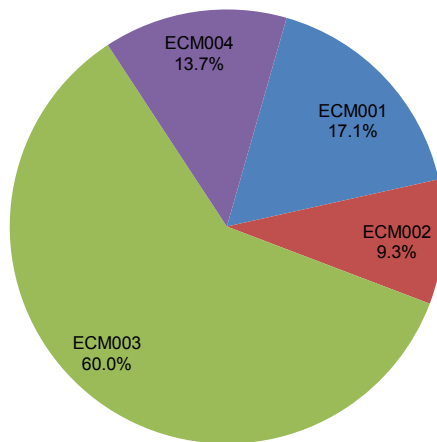
* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

**SUPPORT SERVICES
ASSISTANT CITY MANAGER**

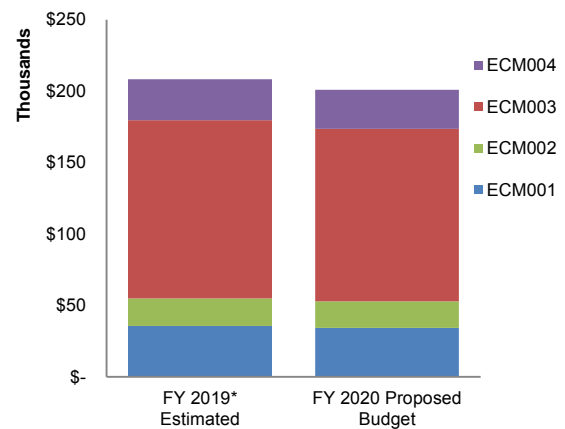
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECM001	Provide leadership to the organization.	0.15	312.00	\$ 35,524	\$ 34,291
ECM002	Advise the City Council.	0.10	208.00	19,305	18,635
ECM003	Manage city operations.	0.65	1,352.00	124,860	120,525
ECM004	Intergovernmental and community engagement.	0.10	208.00	28,494	27,505
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 208,184</u>	<u>\$ 200,956</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Assistant City Manager

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Assistant City Manager					
Personnel Services					
010-0201-413.40-05	FULL-TIME SALARIES	\$ 162,560	\$ 167,965	\$ 162,526	\$ -
010-0201-413.40-25	LONGEVITY	2,429	2,520	1,047	-
010-0201-413.40-50	CAR ALLOWANCE	3,000	3,000	3,250	-
010-0201-413.40-81	GROUP INSURANCE	5,241	-	-	-
010-0201-413.40-82	MEDICAL INSURANCE	-	4,941	4,735	-
010-0201-413.40-83	DENTAL INSURANCE	-	276	264	-
010-0201-413.40-84	LIFE INSURANCE	-	18	17	-
010-0201-413.40-85	RETIREMENT - TMRS	16,633	19,343	18,131	-
010-0201-413.40-87	SOCIAL SECURITY	10,133	9,794	8,470	-
010-0201-413.40-88	MEDICARE	-	2,291	2,389	-
010-0201-413.40-89	WORKERS COMPENSATION	286	295	284	-
010-0205-413.40-05	FULL-TIME SALARIES	50,160	-	-	-
010-0205-413.40-25	LONGEVITY	68	-	-	-
010-0205-413.40-50	CAR ALLOWANCE	1,000	-	-	-
010-0205-413.40-81	GROUP INSURANCE	450	-	-	-
010-0205-413.40-85	RETIREMENT - TMRS	5,033	-	-	-
010-0205-413.40-87	SOCIAL SECURITY	2,474	-	-	-
010-0205-413.40-89	WORKERS COMPENSATION	87	-	-	-
610-0201-413.40-05	FULL-TIME SALARIES	-	-	-	146,996
610-0201-413.40-25	LONGEVITY	-	-	-	48
610-0201-413.40-50	CAR ALLOWANCE	-	-	-	3,000
610-0201-413.40-82	MEDICAL INSURANCE	-	-	-	5,499
610-0201-413.40-83	DENTAL INSURANCE	-	-	-	276
610-0201-413.40-84	LIFE INSURANCE	-	-	-	19
610-0201-413.40-85	RETIREMENT - TMRS	-	-	-	17,720
610-0201-413.40-87	SOCIAL SECURITY	-	-	-	8,807
610-0201-413.40-88	MEDICARE	-	-	-	2,060
610-0201-413.40-89	WORKERS COMPENSATION	-	-	-	256
	Personnel Services	259,553	210,443	201,113	184,681
Supplies					
010-0201-413.41-10	OFFICE	63	50	50	-
010-0201-413.41-37	PHONES AND ACCESSORIES	-	-	39	-
010-0205-413.41-10	OFFICE	97	-	-	-
010-0205-413.41-35	PRINT SUPPLIES	11	-	-	-
610-0201-413.41-10	OFFICE	-	-	-	200
610-0201-413.41-20	UNIFORMS AND CLOTHING	-	-	-	150
610-0201-413.41-35	PRINT SUPPLIES	-	-	-	200
	Supplies	171	50	89	550
Support Services					
010-0201-413.44-05	TELEPHONE	432	900	857	-
010-0201-413.44-30	TRAINING AND TRAVEL	207	6,605	3,000	-
010-0201-413.44-75	DUES AND MEMBERSHIPS	2,986	3,125	3,125	-
010-0205-413.44-05	TELEPHONE	15	-	-	-
010-0205-413.44-30	TRAINING AND TRAVEL	427	-	-	-
010-0205-413.44-75	DUES AND MEMBERSHIPS	330	-	-	-
610-0201-413.44-05	TELEPHONE	-	-	-	780
610-0201-413.44-30	TRAINING AND TRAVEL	-	-	-	12,250
610-0201-413.44-75	DUES AND MEMBERSHIPS	-	-	-	2,695
	Support Services	4,397	10,630	6,982	15,725

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Minor Capital					
010-0201-413.46-50	FURNITURE AND FIXTURES	\$ 3,085	\$ -	\$ -	\$ -
010-0205-413.46-20	BOOKS AND REFRNCE MATERIALS	95	-	-	-
	Minor Capital	3,180	-	-	-
	Assistant City Manager	\$ 267,302	\$ 221,123	\$ 208,184	\$ 200,956

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.



Community Development – Building Services





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Community Development

Division: Building Services

Mission

To provide routine, breakdown, and emergency maintenance for all City-owned buildings with the exception of Aviation and Police Headquarters.



Mission Elements

- ☐ Repair and maintain facility components consisting of heating, ventilation, air conditioning (HVAC), plumbing, electrical, roofs, windows, doors, overhead commercial doors and related items.
- ☐ Service fire safety alarms and equipment.
- ☐ Service elevators and ensure annual compliance with regulations.



By the Numbers:

- ❑ Building Services Routine/Emergency Maintenance
- ❑ Square footage of major buildings maintained: 900,000 SF
- ❑ Square footage of minor buildings maintained: 200,000 SF
- ❑ Maintenance budget: \$639,930/ \$ 0.58PSF
- ❑ Work order requests:1,200
- ❑ Elevators maintained: 8
- ❑ Fire Alarms maintained: 24
- ❑ Fire sprinkler systems: 7



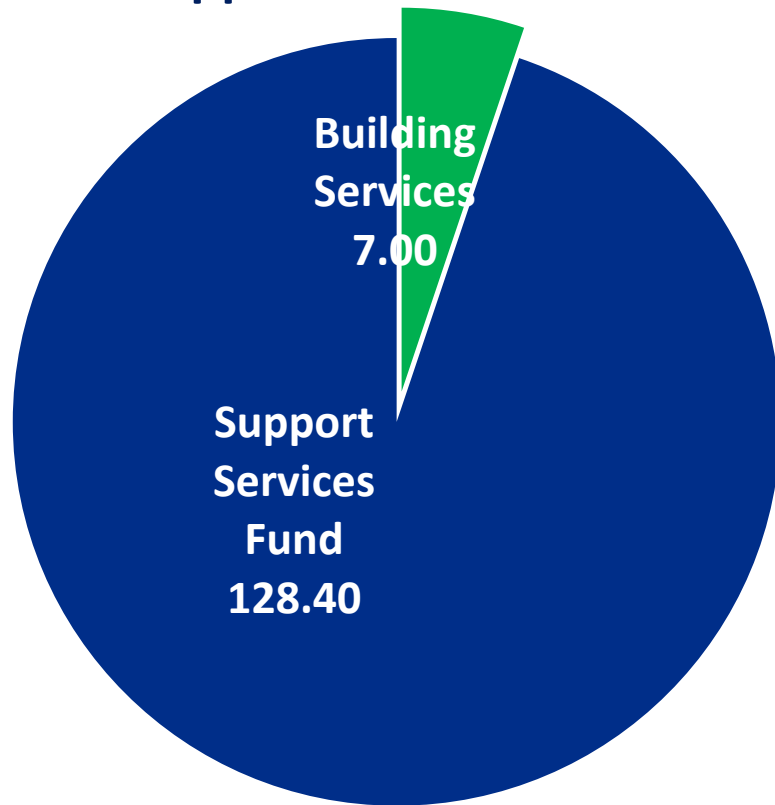
Goals for FY 2020

- ☐ Implement an HVAC replacement plan with regards to R22 refrigerant phase out.
- ☐ Maintain City facilities.
- ☐ Respond to work orders in a timely manner to satisfy end-users.
- ☐ Maintain elevators, fire alarm systems, and safety equipment.



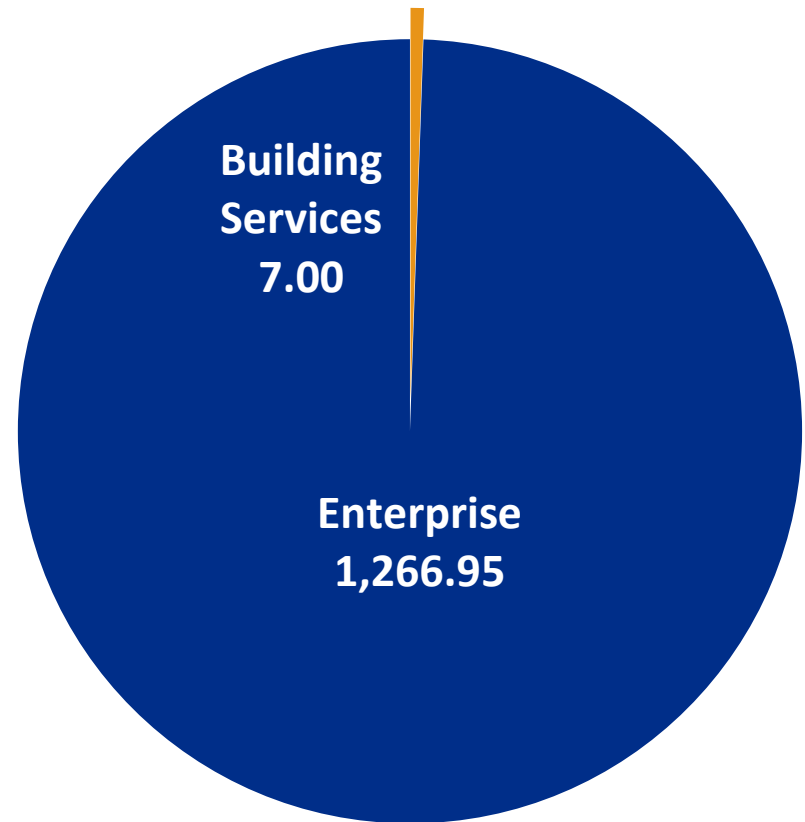
How Building Services Fits in the Enterprise in FY 2020 – Staffing

5.17% of FTEs in Fund
FTEs in the
Support Services Fund



Building Services FTEs = 7.00
Support Services Fund FTEs = 135.40

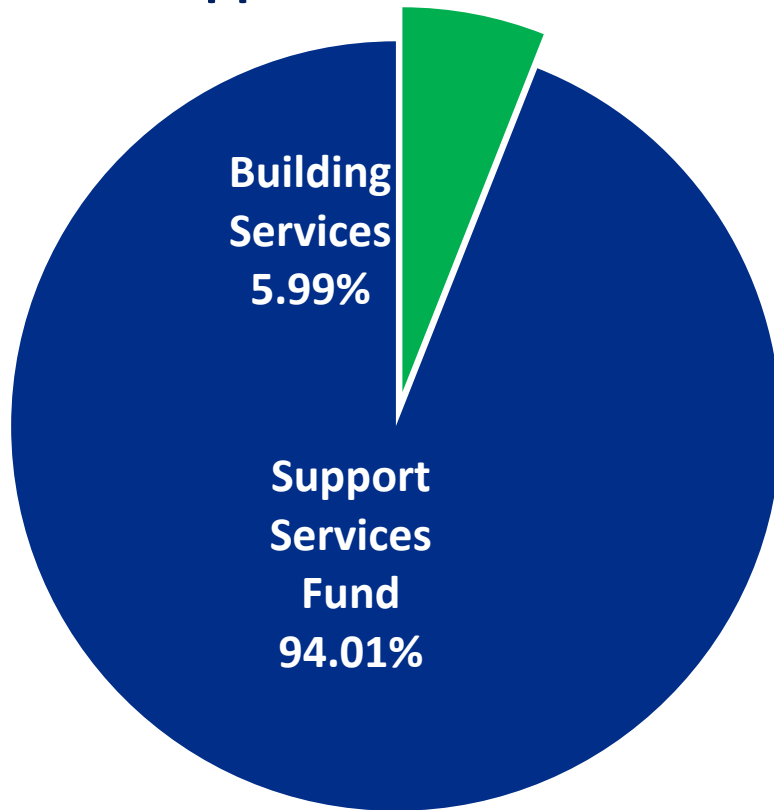
0.55% of FTEs in Enterprise
FTEs in All Funds



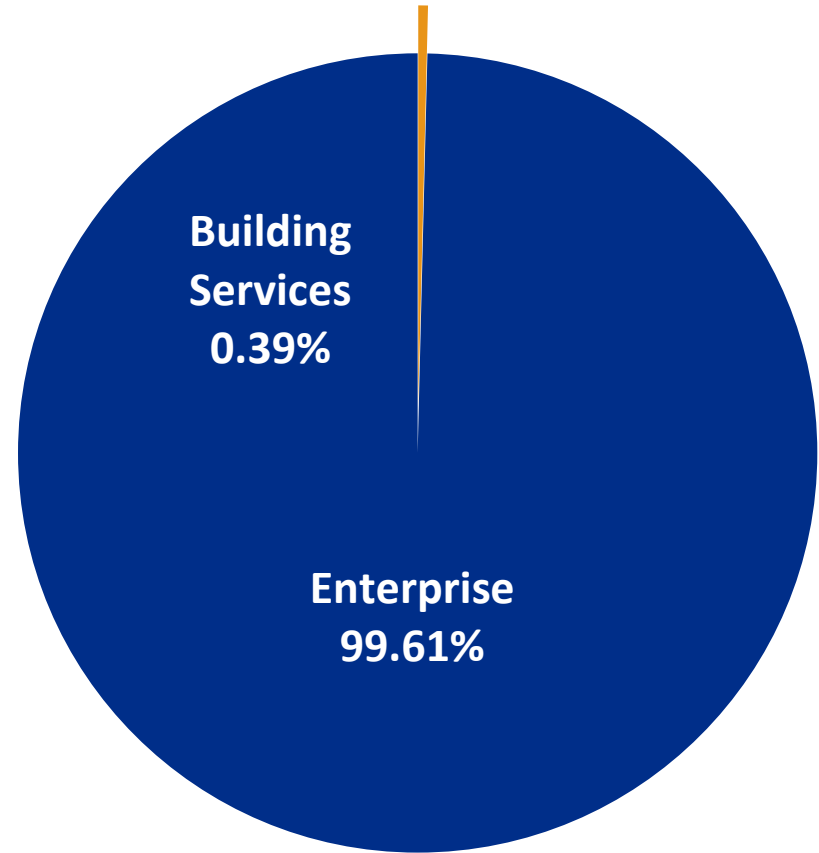
All Funds FTEs = 1,273.95

How Building Services Fits in the Enterprise in FY 2020 – Budget

5.99% of Expenses in Fund
Expenses in the
Support Services Fund



0.39% of Expenses in Enterprise
Expenses in All Funds



Building Services Expense = \$815,483
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	7.00	7.00	7.00



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	783,108	768,164	742,914	815,483
Total	\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483
=Base request				\$ 815,483
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 815,483



Building Services by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECD001	Repair and maintain facility components consisting of plumbing, roofs, windows, doors, overhead commercial doors and related items.	4.30	8,944.00	\$ 433,509	\$ 475,855
ECD002	Service fire safety alarms and equipment.	0.10	208.00	20,590	22,601
ECD003	Service elevators and ensure annual compliance with regulations.	0.10	208.00	20,196	22,169
ECD007	Repair and maintain facility components to electrical items.	1.40	2,912.00	113,123	124,173
ECD008	Repair and maintain facility components to heating, ventilation, and air conditioning (HVAC).	1.10	2,288.00	155,496	170,685
		<u>7.00</u>	<u>14,560.00</u>	<u>\$ 742,914</u>	<u>\$ 815,483</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 354,850	\$ 372,580	\$ 351,929	\$ 377,898
• Materials & Supplies	428,258	395,584	390,985	423,271
• Contracts	-	-	-	-
• Capital Outlay	-	-	-	-
Total	\$ 783,108	\$ 768,164	\$ 742,914	\$ 801,169
=Base request				\$ 801,169
+Decision package - Compensation Equity				14,314
=Total				\$ 815,483



Explanation of Expense Variance

- ☐ Cost of living adjustment.
- ☐ Inflationary increase.
- ☐ Decrease in materials and supplies.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$14,314	\$0	\$14,314
Total Decision Packages		\$14,314	\$0	\$14,314



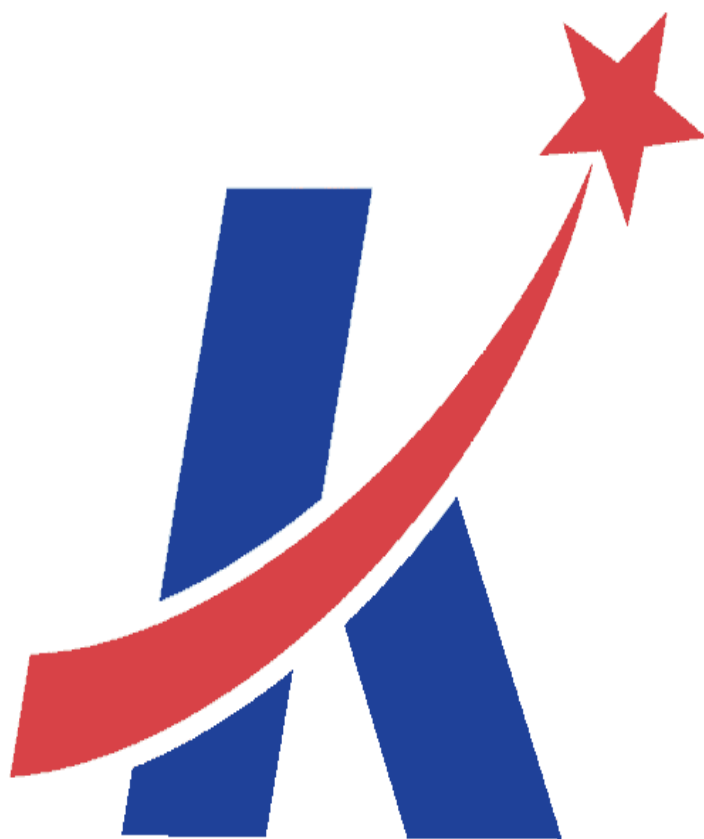
Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Reclassification of Electric Maintenance Technician to Facilities Maintenance Technician	1	\$3,984	\$0	\$3,984
Facilities Maintenance Specialist position	2	42,851	0	42,851
Reclassification to Director of Buildings & Facility Maintenance	3	291	0	291
Total Decision Packages		\$47,126	\$0	\$47,126



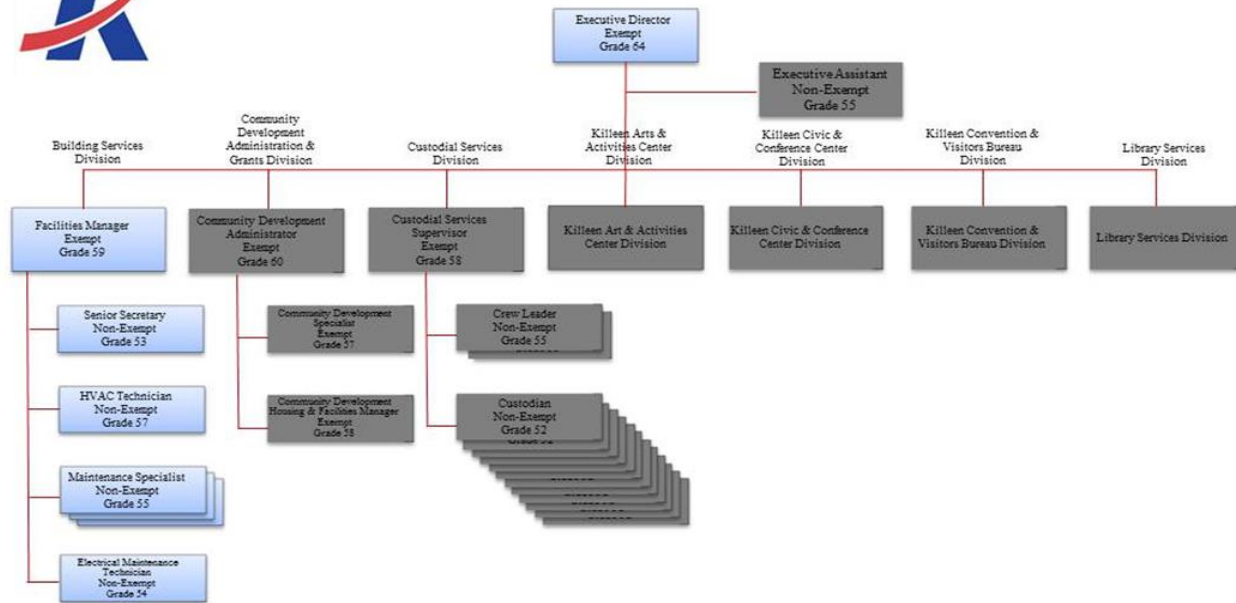
City Manager's Comments







Building Services Division



DIVISION MISSION STATEMENT

To provide routine, breakdown, and emergency maintenance for all City-owned buildings with the exception of Aviation and Police Headquarters.

MISSION ELEMENTS

- Repair and maintain facility components consisting of heating, ventilation, air conditioning (HVAC), plumbing, electrical, roofs, windows, doors, overhead commercial doors and related items.
- Service fire safety alarms and equipment.
- Service elevators and ensure annual compliance with regulations.

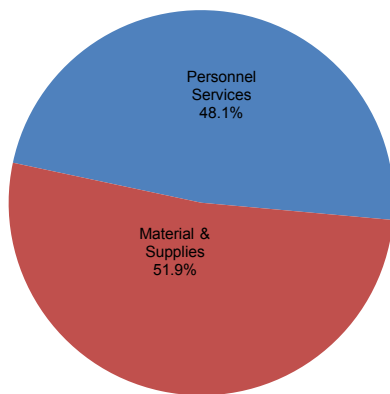
GOALS

- Implement an HVAC replacement plan with regards to R22 refrigerant phase out.
- Maintain City facilities.
- Respond to work orders in a timely manner to satisfy end-users.
- Maintain elevators, fire alarm systems, and safety equipment.

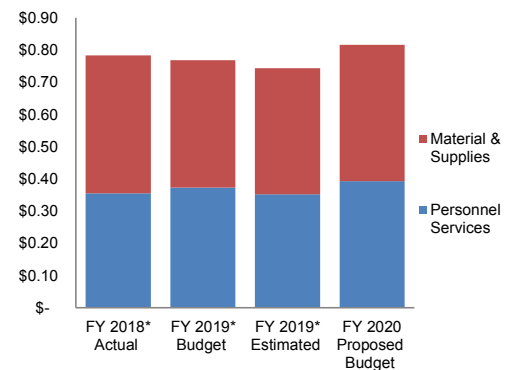
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483
Total	\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 354,850	\$ 372,580	\$ 351,929	\$ 392,212
Material & Supplies	428,258	395,584	390,985	423,271
Total	\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483

Department Expenditures



Department Expenditure History

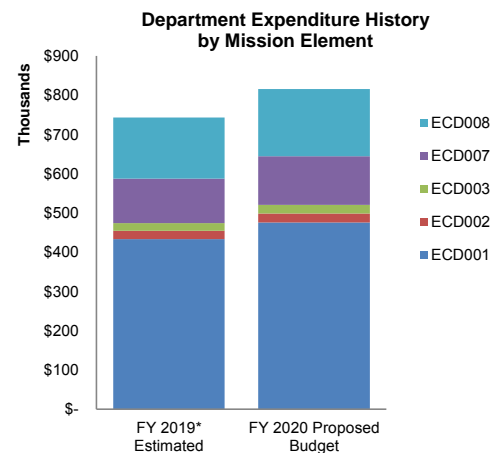
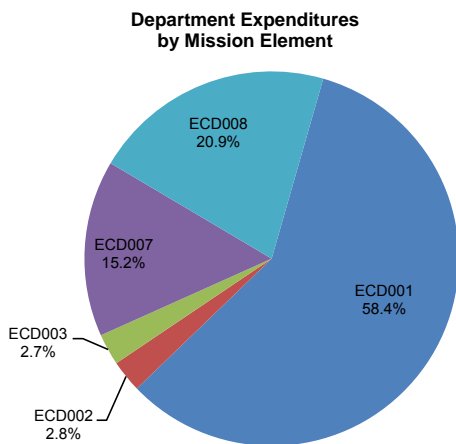


* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

**SUPPORT SERVICES
BUILDING SERVICES**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECD001	Repair and maintain facility components – consisting of plumbing, roofs, windows, doors, overhead commercial doors and related items.	4.30	8,944.00	\$ 433,509	\$ 475,855
ECD002	Service fire safety alarms and equipment.	0.10	208.00	20,590	22,601
ECD003	Service elevators and ensure annual compliance with regulations.	0.10	208.00	20,196	22,169
ECD007	Repair and maintain facility components to electrical items.	1.40	2,912.00	113,123	124,173
ECD008	Repair and maintain facility components – Heating, Ventilation Air Conditioning(HVAC).	1.10	2,288.00	155,496	170,685
		7.00	14,560.00	\$ 742,914	\$ 815,483



Staffing

Electrical Maintenance Technician
Facilities Maintenance Specialist
Facilities Manager
HVAC Technician
Senior Secretary
Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
3.00	3.00	3.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
7.00	7.00	7.00

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Building Services					
Personnel Services					
010-3258-426.40-05	FULL-TIME SALARIES	\$ 255,635	\$ 267,914	\$ 253,757	\$ -
010-3258-426.40-15	OVERTIME	757	550	1,310	-
010-3258-426.40-25	LONGEVITY	2,319	2,832	2,603	-
010-3258-426.40-30	INCENTIVE PAY	3,720	3,720	3,720	-
010-3258-426.40-37	BILINGUAL PAY	600	600	600	-
010-3258-426.40-55	ON CALL	4,170	3,780	2,610	-
010-3258-426.40-81	GROUP INSURANCE	36,891	-	-	-
010-3258-426.40-82	MEDICAL INSURANCE	-	34,590	32,611	-
010-3258-426.40-83	DENTAL INSURANCE	-	1,930	1,772	-
010-3258-426.40-84	LIFE INSURANCE	-	126	116	-
010-3258-426.40-85	RETIREMENT - TMRS	26,452	31,152	28,769	-
010-3258-426.40-87	SOCIAL SECURITY	19,275	16,303	15,484	-
010-3258-426.40-88	MEDICARE	-	3,813	3,621	-
010-3258-426.40-89	WORKERS COMPENSATION	5,031	5,270	4,956	-
610-3258-426.40-05	FULL-TIME SALARIES	-	-	-	279,237
610-3258-426.40-15	OVERTIME	-	-	-	550
610-3258-426.40-25	LONGEVITY	-	-	-	2,879
610-3258-426.40-30	INCENTIVE PAY	-	-	-	3,720
610-3258-426.40-37	BILINGUAL PAY	-	-	-	600
610-3258-426.40-55	ON CALL	-	-	-	3,780
610-3258-426.40-82	MEDICAL INSURANCE	-	-	-	38,486
610-3258-426.40-83	DENTAL INSURANCE	-	-	-	1,931
610-3258-426.40-84	LIFE INSURANCE	-	-	-	126
610-3258-426.40-85	RETIREMENT - TMRS	-	-	-	34,339
610-3258-426.40-87	SOCIAL SECURITY	-	-	-	17,117
610-3258-426.40-88	MEDICARE	-	-	-	4,004
610-3258-426.40-89	WORKERS COMPENSATION	-	-	-	5,443
Personnel Services		354,850	372,580	351,929	392,212
Supplies					
010-3258-426.41-10	OFFICE	39	100	100	-
010-3258-426.41-20	UNIFORMS AND CLOTHING	2,195	1,600	1,550	-
010-3258-426.41-30	FUEL	7,039	5,400	5,400	-
010-3258-426.41-35	PRINT SUPPLIES	387	500	450	-
010-3258-426.41-65	MINOR TOOLS	2,070	3,000	1,000	-
010-3258-426.41-70	CLEANING SUPPLIES	60	150	150	-
010-3258-426.41-75	MEDICAL AND CHEMICAL	2,557	4,410	-	-
010-3258-426.41-87	EXTINGUISHING CHEMICALS	7,588	4,251	-	-
010-3258-426.41-91	EMERGENCY SUPPLIES	388	-	-	-
610-3258-426.41-10	OFFICE	-	-	-	100
610-3258-426.41-20	UNIFORMS AND CLOTHING	-	-	-	1,600
610-3258-426.41-30	FUEL	-	-	-	10,800
610-3258-426.41-35	PRINT SUPPLIES	-	-	-	600
610-3258-426.41-37	PHONES AND ACCESSORIES	-	-	-	80
610-3258-426.41-65	MINOR TOOLS	-	-	-	2,669
610-3258-426.41-70	CLEANING SUPPLIES	-	-	-	150
Supplies		22,322	19,411	8,650	15,999

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Repair & Maintenance					
010-3258-426.42-10	BUILDING MAINTENANCE	\$ 201,423	\$ 193,539	\$ 192,500	\$ -
010-3258-426.42-11	ELECTRICAL MAINTENANCE	63,208	46,201	59,184	-
010-3258-426.42-12	ELEVATOR MAINTENANCE	10,047	15,000	15,000	-
010-3258-426.43-10	SMALL EQUIP REPAIR	80	100	100	-
010-3258-426.43-15	VEHICLE REPAIR/MAINT	4,279	8,000	7,000	-
010-3258-426.43-20	HEAT AND AIR REPAIR	117,594	102,343	100,000	-
610-3258-426.42-10	BUILDING MAINTENANCE	-	-	-	195,000
610-3258-426.42-11	ELECTRICAL MAINTENANCE	-	-	-	59,036
610-3258-426.42-12	ELEVATOR MAINTENANCE	-	-	-	15,000
610-3258-426.43-10	SMALL EQUIP REPAIR	-	-	-	100
610-3258-426.43-15	VEHICLE REPAIR/MAINT	-	-	-	8,000
610-3258-426.43-20	HEAT AND AIR REPAIR	-	-	-	105,000
Repair & Maintenance		396,632	365,183	373,784	382,136
Support Services					
010-3258-426.44-04	WATER SERVICE	333	459	459	-
010-3258-426.44-05	TELEPHONE	3,462	4,831	3,545	-
010-3258-426.44-06	GAS SERVICE	753	700	700	-
010-3258-426.44-50	ELECTRICITY SERVICES	3,942	4,000	3,847	-
610-3258-426.44-04	WATER SERVICE	-	-	-	459
610-3258-426.44-05	TELEPHONE	-	-	-	18,977
610-3258-426.44-06	GAS SERVICE	-	-	-	700
610-3258-426.44-50	ELECTRICITY SERVICES	-	-	-	4,000
Support Services		8,490	9,990	8,551	24,136
Minor Capital					
010-3258-426.46-35	EQUIPMENT AND MACHINERY	815	1,000	-	-
610-3258-426.46-35	EQUIPMENT AND MACHINERY	-	-	-	1,000
Minor Capital		815	1,000	-	1,000
Building Services		\$ 783,108	\$ 768,164	\$ 742,914	\$ 815,483

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Mission Element 1: Repair and maintain facility components – plumbing, Heating, Ventilation Air Conditioning(HVAC), roofs, electrical, doors, windows, commercial overhead doors and related items.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain City facilities.	5,483	38 major facilities, 59 minor facilities 1,100,000 sf	1,100,000 sf	1,100,000 sf	1,100,000 sf	1,100,000 sf	1,100,000 sf
Respond to work orders in ten business days to satisfy end-users.	5,483	893 Work Orders	1,050 Work Orders	940 Work Orders	1,200 Work Orders	1,150	1,200
Perform HVAC air filter replacement on all city systems quarterly.	1,040	708 Filters	708 Filters	708 Filters	708 Filters	708 Filters	708 Filters
Respond to roof leaks and roof replacements.	830	97 Roofs	97 Roofs	97 Roofs	97 Roofs	97 Roofs	97 Roofs
Respond to HVAC system requirements.	1,040	346 Units	346 Units	346 Units	346 Units	344 Units	344 Units
Respond to commercial overhead door repairs and adjustments.	148	42 Doors	42 Doors	42 Doors	42 Doors	42 Doors	42 Doors

Mission Element 2: Service fire safety alarms and equipment.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Respond to and monitor fire alarm systems and failures.	520	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems	11 Fire Alarm Systems
Inspect fire safety equipment.	520	450 Extinguishers	0	450 Extinguishers	0 Extinguishers	0 Extinguishers	0 Extinguishers

Mission Element 3: Service elevators and ensure annual compliance with regulations.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Service elevators throughout city facilities.	1,040	8 Elevators	8 Elevators	8 Elevators	8 Elevators	8 Elevators	8 Elevators



Community Development – Custodial Services





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Community Development

Division: Custodial Services

Mission

Custodial Services mission is to provide clean, safe, and healthy City facilities for the City employees and Killeen residents.



Mission Elements

- ☐ Clean designated City facilities.
- ☐ Provide and maintain reliable equipment to aid in cleaning.
- ☐ Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.



By the Numbers:

❑ Square footage cleaned:

(does not include Custodial Supervisor)

❑ Per custodian (13): 21,845 SF

❑ Per crew leader (2): 141,991 SF

❑ Cost per square foot:

❑ Salaries & benefits: \$2.24

❑ All other costs: \$0.36

❑ Total costs: \$2.60



Goals for FY 2020

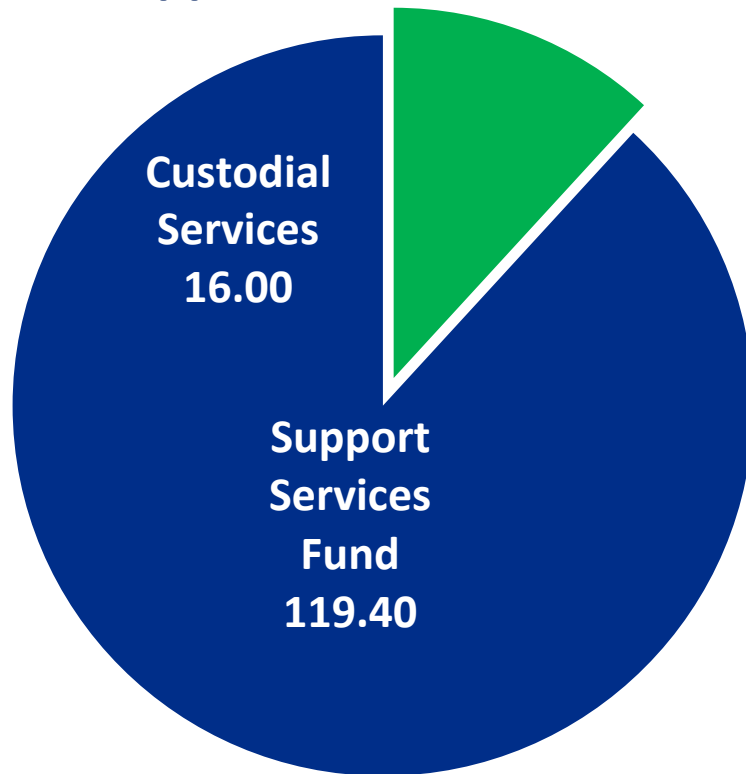
- ☐ Implement measures to improve staff communication and teamwork.
- ☐ Provide Custodial Services staff with thorough training in HR policies.
- ☐ Continue to improve adherence to safety measures.



How Custodial Services Fits in the Enterprise in FY 2020 – Staffing

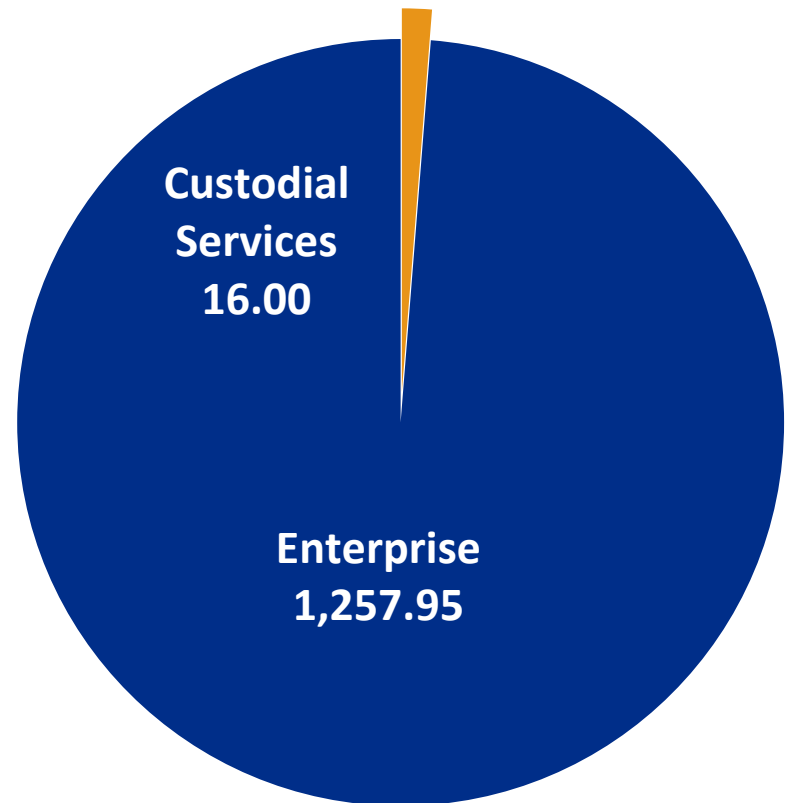
11.82% of FTEs in Fund

FTEs in the
Support Services Fund



1.26% of FTEs in Enterprise

FTEs in All Funds



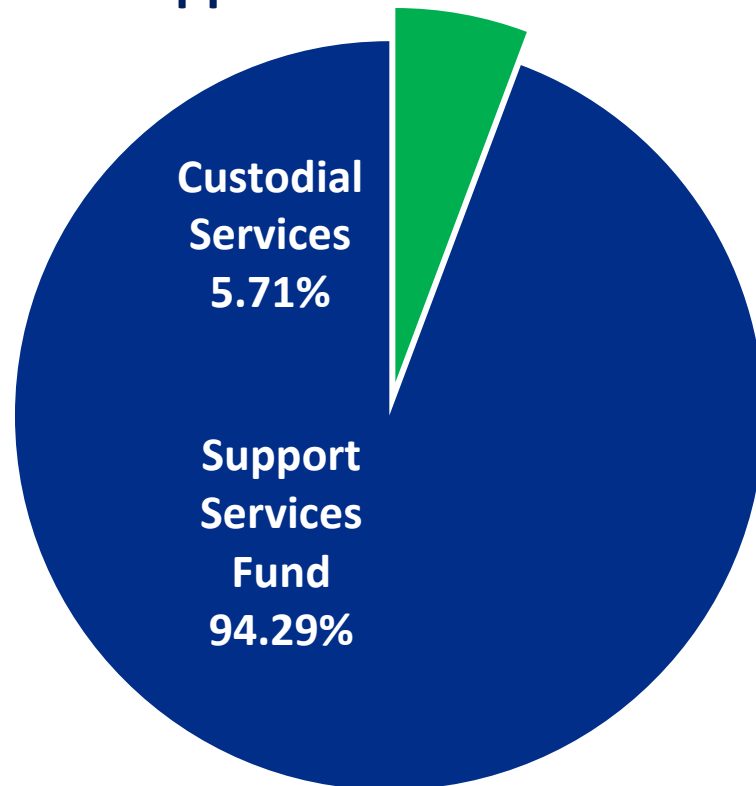
Custodial Services FTEs = 16.00
Support Services Fund FTEs = 135.40

All Funds FTEs = 1,273.95

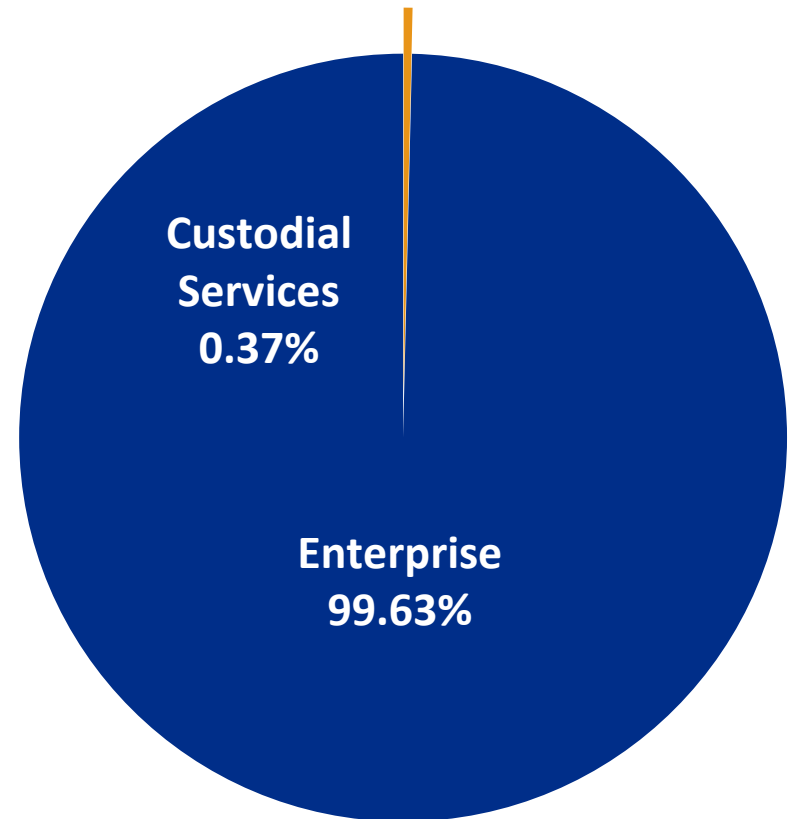
How Custodial Services Fits in the Enterprise in FY 2020 – Budget

5.71% of Expenses in Fund
Expenses in the

Support Services Fund



0.37% of Expenses in Enterprise
Expenses in All Funds



 Custodial Services Expense = \$777,876
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	16.00	16.00	16.00



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	650,411	738,322	732,105	777,876
Total	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876
=Base request				\$ 777,876
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 777,876



Custodial Services by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECD004	Clean designated City facilities.	14.70	30,576.00	\$ 649,806	\$ 690,432
ECD005	Provide and maintain reliable equipment to aid in cleaning.	0.57	1,185.60	45,210	48,037
ECD006	Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.	0.73	1,518.40	37,088	39,407
		<u>16.00</u>	<u>33,280.00</u>	<u>\$ 732,105</u>	<u>\$ 777,876</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 574,142	\$ 637,029	\$ 624,731	\$ 659,046
• Materials & Supplies	76,269	101,293	107,374	97,683
• Contracts	-	-	-	-
• Capital Outlay	-	-	-	-
Total	\$ 650,411	\$ 738,322	\$ 732,105	\$ 756,729
=Base request				\$ 756,729
+Decision packages - Compensation Equity				21,147
=Total				\$ 777,876



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Decrease in materials and supplies.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$21,147	\$0	\$21,147
Total Decision Packages		\$21,147	\$0	\$21,147



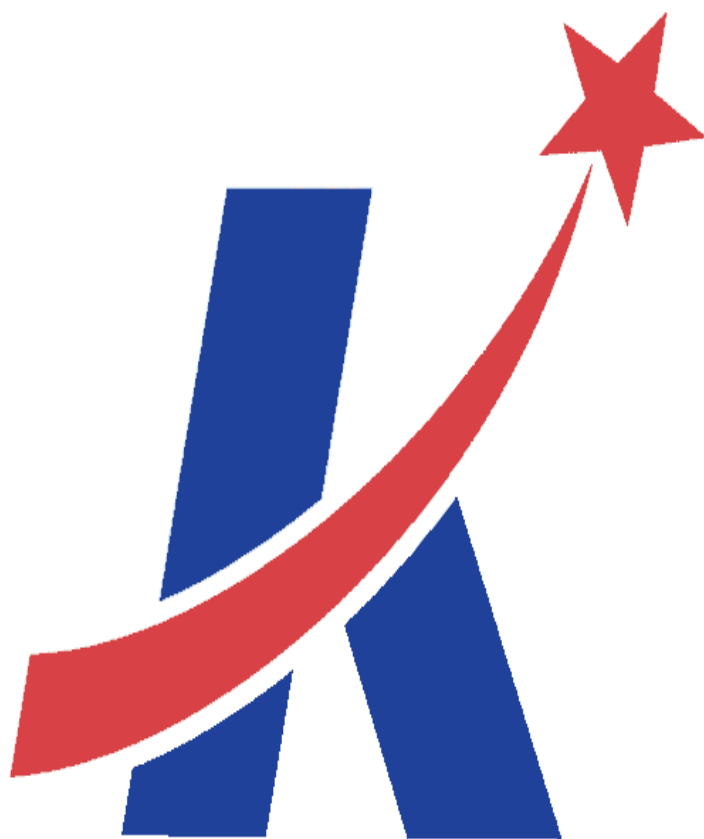
Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



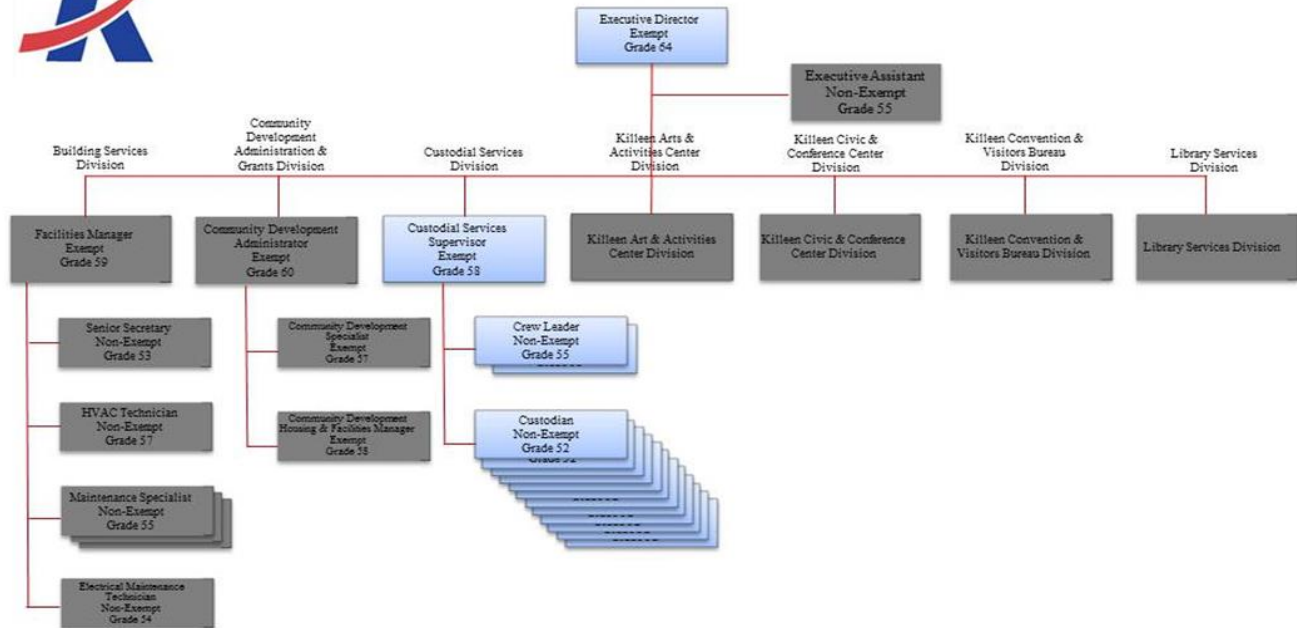
City Manager's Comments







Custodial Services Division



DIVISION MISSION STATEMENT

Custodial Services mission is to provide clean, safe, and healthy City facilities for the City employees and Killeen residents.

MISSION ELEMENTS

- Clean designated City facilities.
- Provide and maintain reliable equipment to aid in cleaning.
- Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.

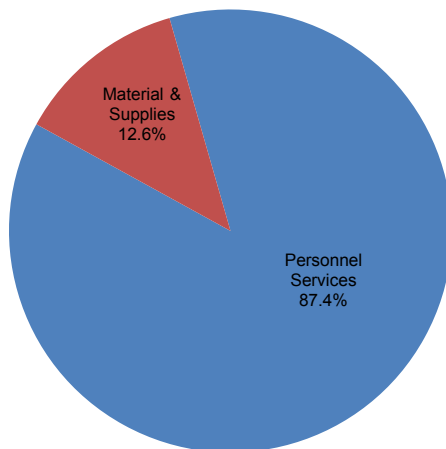
GOALS

- Implement measures to improve staff communication and teamwork.
- Provide Custodial Services staff with thorough training in HR policies.
- Continue to improve adherence to safety measures.

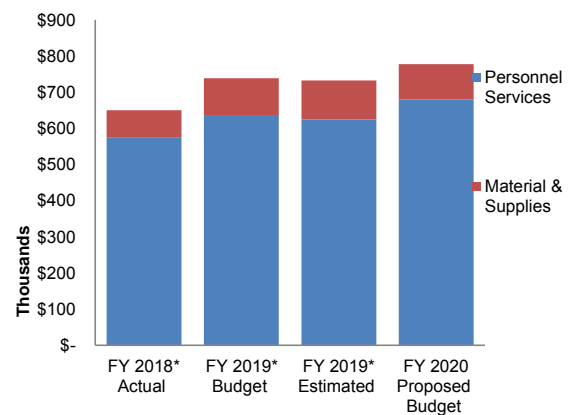
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876
Total	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 574,142	\$ 637,029	\$ 624,731	\$ 680,193
Material & Supplies	76,269	101,293	107,374	97,683
Total	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876

Department Expenditures



Department Expenditure History



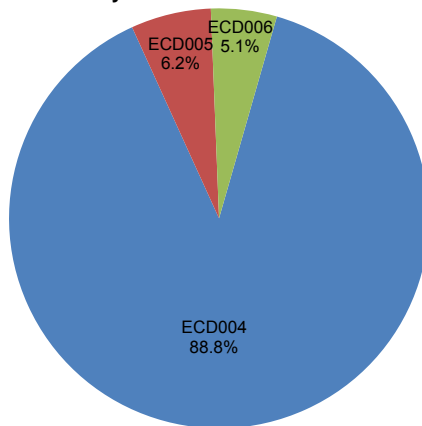
* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

**SUPPORT SERVICES
CUSTODIAL SERVICES**

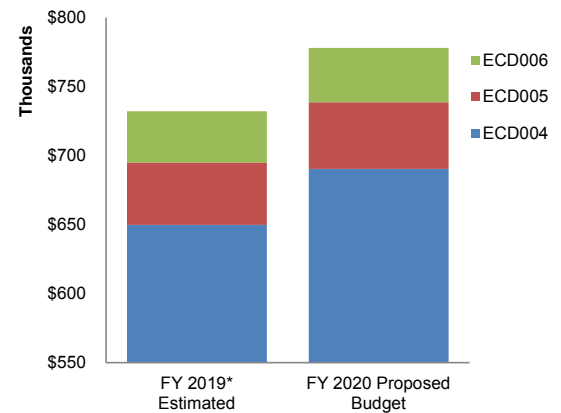
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECD004	Clean designated City facilities.	14.78	30,742.40	\$ 649,806	\$ 690,432
ECD005	Provide and maintain reliable equipment to aid in cleaning.	0.52	1,081.60	45,210	48,037
ECD006	Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.	0.70	1,456.00	37,088	39,407
		<u>16.00</u>	<u>33,280.00</u>	<u>\$ 732,105</u>	<u>\$ 777,876</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Custodial Crew Leader
Custodial Supervisor
Custodian
Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
2.00	2.00	2.00
1.00	1.00	1.00
13.00	13.00	13.00
<u>16.00</u>	<u>16.00</u>	<u>16.00</u>

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Custodial Services					
Personnel Services					
010-3259-426.40-05	FULL-TIME SALARIES	\$ 411,512	\$ 457,719	\$ 449,530	\$ -
010-3259-426.40-15	OVERTIME	1,213	1,436	1,087	-
010-3259-426.40-25	LONGEVITY	4,556	5,664	5,246	-
010-3259-426.40-37	BILINGUAL PAY	1,200	1,200	1,200	-
010-3259-426.40-81	GROUP INSURANCE	73,716	-	-	-
010-3259-426.40-82	MEDICAL INSURANCE	-	69,179	69,245	-
010-3259-426.40-83	DENTAL INSURANCE	-	4,412	4,319	-
010-3259-426.40-84	LIFE INSURANCE	-	288	282	-
010-3259-426.40-85	RETIREMENT - TMRS	41,433	51,960	49,682	-
010-3259-426.40-87	SOCIAL SECURITY	31,809	28,757	28,081	-
010-3259-426.40-88	MEDICARE	-	6,724	6,567	-
010-3259-426.40-89	WORKERS COMPENSATION	8,704	9,690	9,492	-
610-3259-426.40-05	FULL-TIME SALARIES	-	-	-	483,914
610-3259-426.40-15	OVERTIME	-	-	-	1,436
610-3259-426.40-25	LONGEVITY	-	-	-	6,169
610-3259-426.40-37	BILINGUAL PAY	-	-	-	1,200
610-3259-426.40-82	MEDICAL INSURANCE	-	-	-	76,971
610-3259-426.40-83	DENTAL INSURANCE	-	-	-	4,412
610-3259-426.40-84	LIFE INSURANCE	-	-	-	288
610-3259-426.40-85	RETIREMENT - TMRS	-	-	-	58,191
610-3259-426.40-87	SOCIAL SECURITY	-	-	-	30,282
610-3259-426.40-88	MEDICARE	-	-	-	7,082
610-3259-426.40-89	WORKERS COMPENSATION	-	-	-	10,248
Personnel Services		574,142	637,029	624,731	680,193
Supplies					
010-3259-426.41-10	OFFICE	465	500	495	-
010-3259-426.41-20	UNIFORMS AND CLOTHING	6,097	6,500	9,500	-
010-3259-426.41-30	FUEL	6,199	6,062	12,124	-
010-3259-426.41-35	PRINT SUPPLIES	211	300	277	-
010-3259-426.41-65	MINOR TOOLS	13	100	89	-
010-3259-426.41-70	CLEANING SUPPLIES	48,899	63,847	63,847	-
010-3259-426.41-75	MEDICAL AND CHEMICAL	-	75	75	-
610-3259-426.41-10	OFFICE	-	-	-	500
610-3259-426.41-20	UNIFORMS AND CLOTHING	-	-	-	8,840
610-3259-426.41-30	FUEL	-	-	-	6,062
610-3259-426.41-35	PRINT SUPPLIES	-	-	-	300
610-3259-426.41-65	MINOR TOOLS	-	-	-	100
610-3259-426.41-70	CLEANING SUPPLIES	-	-	-	60,947
610-3259-426.41-75	MEDICAL AND CHEMICAL	-	-	-	75
Supplies		61,884	77,384	86,407	76,824

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Repair & Maintenance					
010-3259-426.43-10	SMALL EQUIP REPAIR	\$ 962	\$ 4,000	\$ 4,000	\$ -
010-3259-426.43-15	VEHICLE REPAIR/MAINT	2,671	7,047	6,950	-
610-3259-426.43-10	SMALL EQUIP REPAIR	-	-	-	4,000
610-3259-426.43-15	VEHICLE REPAIR/MAINT	-	-	-	7,000
	Repair & Maintenance	3,633	11,047	10,950	11,000
Support Services					
010-3259-426.44-04	WATER SERVICE	-	109	109	-
010-3259-426.44-05	TELEPHONE	2,077	2,338	2,305	-
010-3259-426.44-06	GAS SERVICE	483	600	478	-
010-3259-426.44-50	ELECTRICITY SERVICES	1,996	1,915	1,915	-
610-3259-426.44-04	WATER SERVICE	-	-	-	110
610-3259-426.44-05	TELEPHONE	-	-	-	2,300
610-3259-426.44-06	GAS SERVICE	-	-	-	526
610-3259-426.44-50	ELECTRICITY SERVICES	-	-	-	1,931
	Support Services	4,556	4,962	4,807	4,867
Minor Capital					
010-3259-426.46-05	OFFICE MACHINERY AND EQUIP	-	-	89	-
010-3259-426.46-35	EQUIPMENT AND MACHINERY	6,197	7,900	5,121	-
610-3259-426.46-35	EQUIPMENT AND MACHINERY	-	-	-	4,992
	Minor Capital	6,197	7,900	5,210	4,992
	Custodial Services	\$ 650,411	\$ 738,322	\$ 732,105	\$ 777,876

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Mission Element 1: Clean designated City facilities.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Cleaning of City facilities that require daily service.	29,029	64,613,965 annual sf cleaned	64,613,965	64,613,965	64,613,965	62,978,825	60,689,629
Cleaning of City facilities that require cleaning 3 times per week.	208	1,248,000 annual sf cleaned	1,248,000	1,248,000	1,248,000	1,248,000	1,248,000
Cleaning of City buildings that require bi-weekly service.	1,638	1,574,560 annual sf cleaned	1,574,560	1,574,560	1,574,560	1,574,560	1,574,560
Cleaning of City buildings that require weekly service.	1,872	787,020 annual sf cleaned	787,020	787,020	787,020	787,020	787,020

Mission Element 2: Provide and maintain reliable equipment to aid in cleaning.**Operational Targets:** Essential department functions within the mission element.

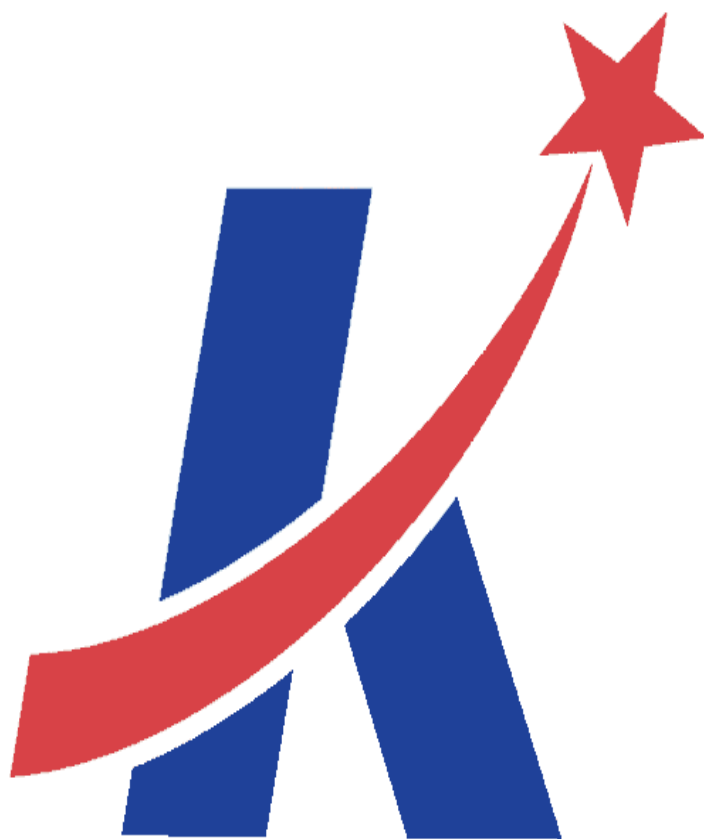
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain service contracts for equipment annually.	104	23 Units	23	9	23	23	23
Clean and inspect vacuum cleaners weekly.	780	15 Vacuums	14	14	14	15	15
Stock and maintain personal protective equipment (PPE's).	208	18 PPE's	18	20	20	20	20

Mission Element 3: Provide a staff well-trained in the proper use of cleaning chemicals, equipment and methods and in issues related to health and safety.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Hold staff meetings at least once per month to discuss safety procedures and concerns.	1,309	12 Meetings	12	12	12	16	16
Hold annual training with external vendors on equipment and new methods.	170	1 Training	2	1	2	2	2
Ensure documentation binders for all chemicals are available in each area where chemicals are stored.	33	33 Binders	33	33	33	33	30
Inspect chemicals at least once per month to ensure that they have not passed the expiration date.	12	12 Inspections	12	12	12	12	12



Communications





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Communications

Division: Communications

Mission

The Communications Department's mission is to promote a well-informed public about City issues, programs and services.



Mission Elements

- ☐ Disseminate information to external audiences.
- ☐ Disseminate information to internal audiences.
- ☐ Support media relations.



By the Numbers:

☐ Disseminate information to external audiences.

<input type="checkbox"/> Killeentexas.gov web hits:	996,552
<input type="checkbox"/> Facebook fans:	18,000
<input type="checkbox"/> News Releases Issued	238
<input type="checkbox"/> City Council meetings produced:	54
<input type="checkbox"/> Program videos:	30
<input type="checkbox"/> City Insight issues:	2
<input type="checkbox"/> Annual Report	1
<input type="checkbox"/> Mayoral correspondence:	81 pieces

☐ Disseminate information to internal audiences.

<input type="checkbox"/> City Beat issues:	12
<input type="checkbox"/> Employee awards:	13



Goals for FY 2020

- ☐ Advance Strategic Communications Plan to increase departmental support.
- ☐ Activate new media studio and add original programs.
- ☐ Host Killeen Citizens Academy.
- ☐ Host four public engagement events.
- ☐ Improve website and social media content.

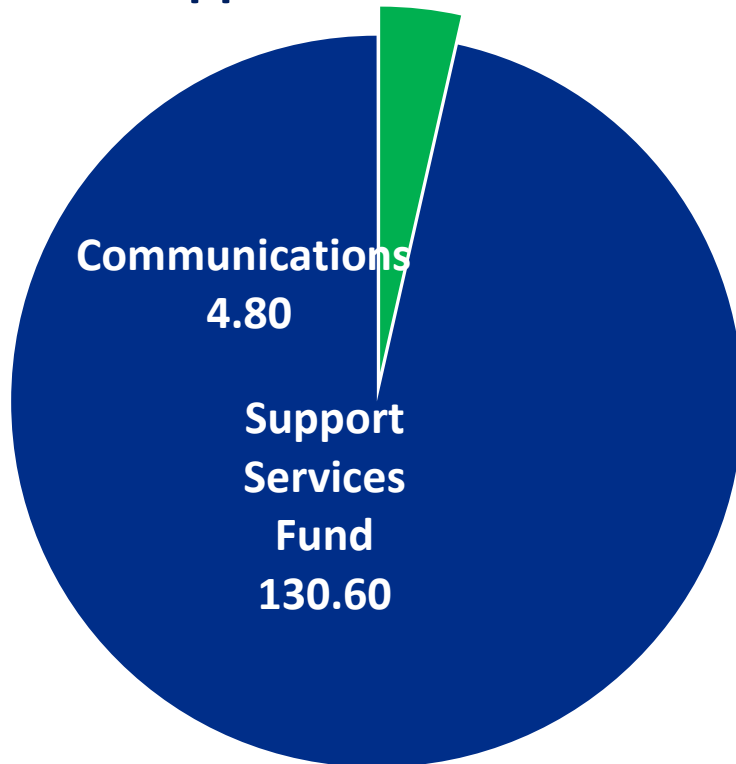


How Communications Fits in the Enterprise in FY 2020 – Staffing

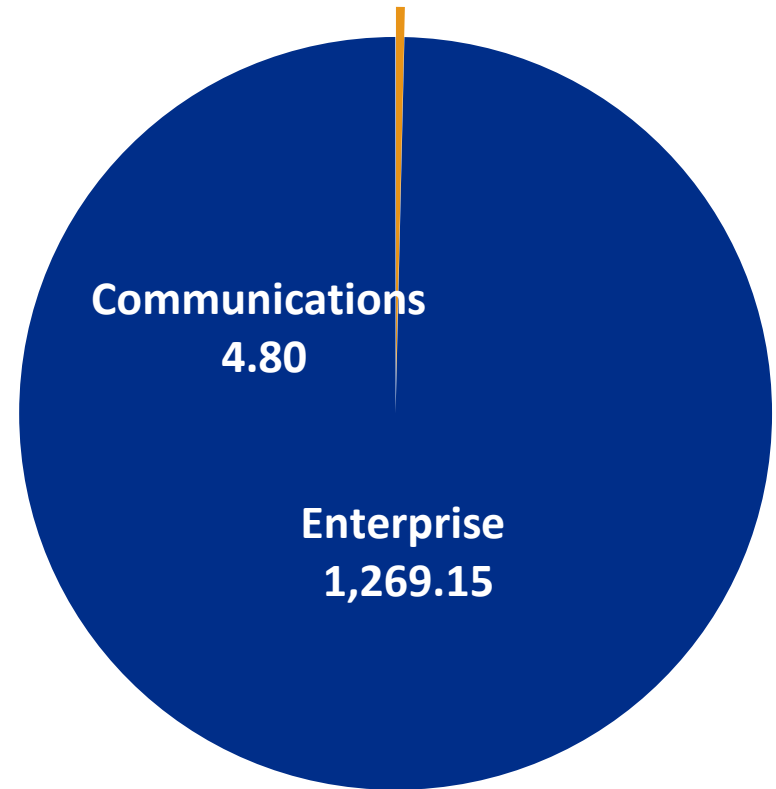
3.55% of FTEs in Fund

0.38% of FTEs in Enterprise

FTEs in the
Support Services Fund



FTEs in All Funds

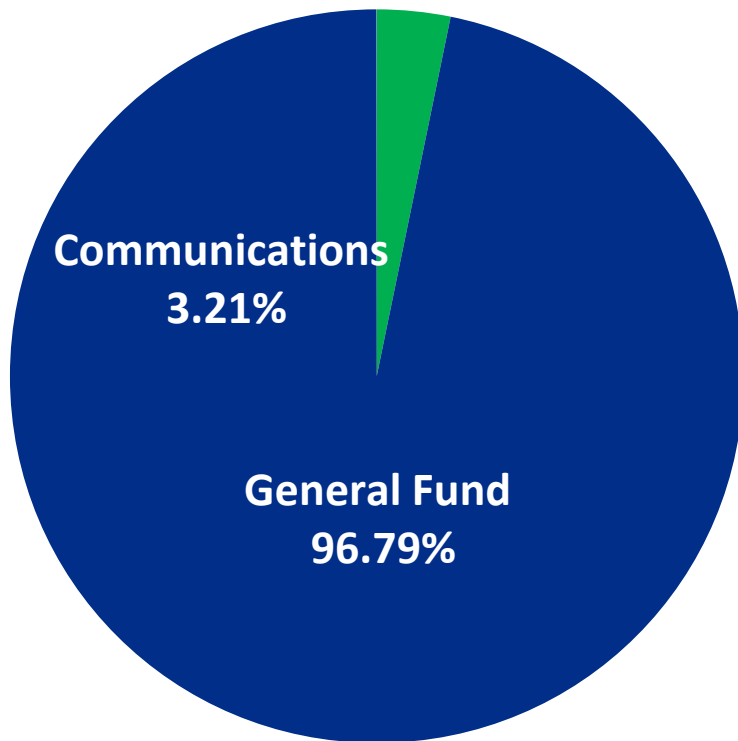


Communications FTEs = 4.80
Support Services Fund FTEs = 135.40

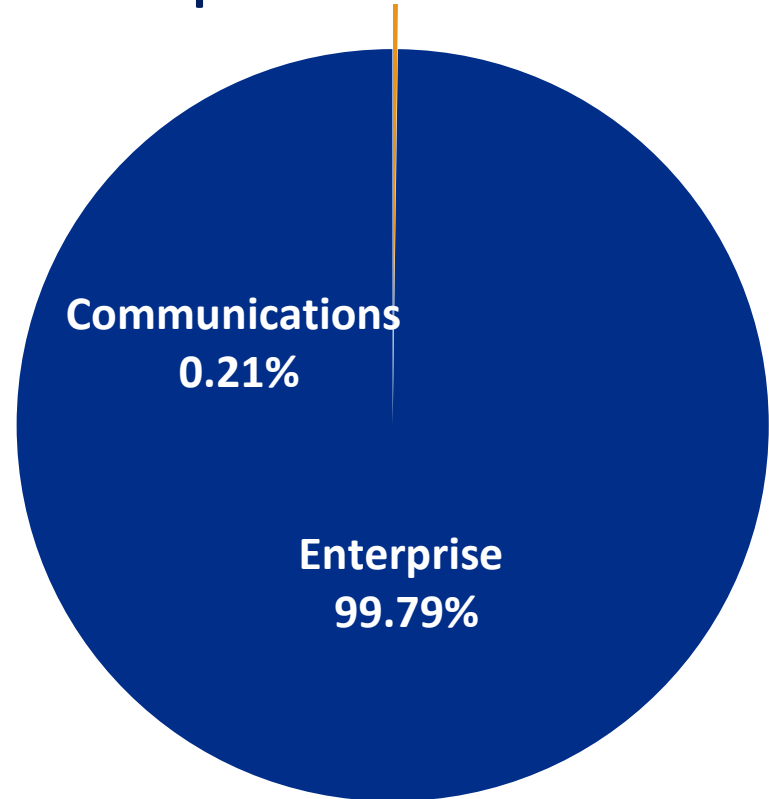
All Funds FTEs = 1,273.95

How Communications Fits in the Enterprise in FY 2020 – Budget

3.21% of Expenses in Fund
Expenses in the
Support Services Fund



0.21% of Expenses in Enterprise
Expenses in All Funds



Communications Expense = \$436,612
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	4.90	4.80	4.80

FY 2019

Transferred 0.10 to Legislative Affairs Division.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	327,775	415,006	420,130	436,612
Total	\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612
=Base request				\$ 436,612
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 436,612



Communications by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECO001	Disseminate information to external audiences.	3.30	6,864	\$ 270,705	\$ 281,325
ECO002	Disseminate information to internal audiences.	1.00	2,080	90,918	94,485
ECO003	Support media relations.	0.50	1,040	58,507	60,802
		<u>4.80</u>	<u>9,984</u>	<u>\$ 420,130</u>	<u>\$ 436,612</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 271,246	\$ 359,382	\$ 305,670	\$ 359,885
• Materials & Supplies	49,570	42,164	114,460	65,658
• Contracts	6,959	13,460	-	-
• Capital Outlay	-	-	-	-
Total	\$ 327,775	\$ 415,006	\$ 420,130	\$ 425,543
=Base request				\$ 425,543
+Decision packages - Compensation Equity				11,069
=Total				\$ 436,612



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$11,069	\$0	\$11,069
Total Decision Packages		\$11,069	\$0	\$11,069



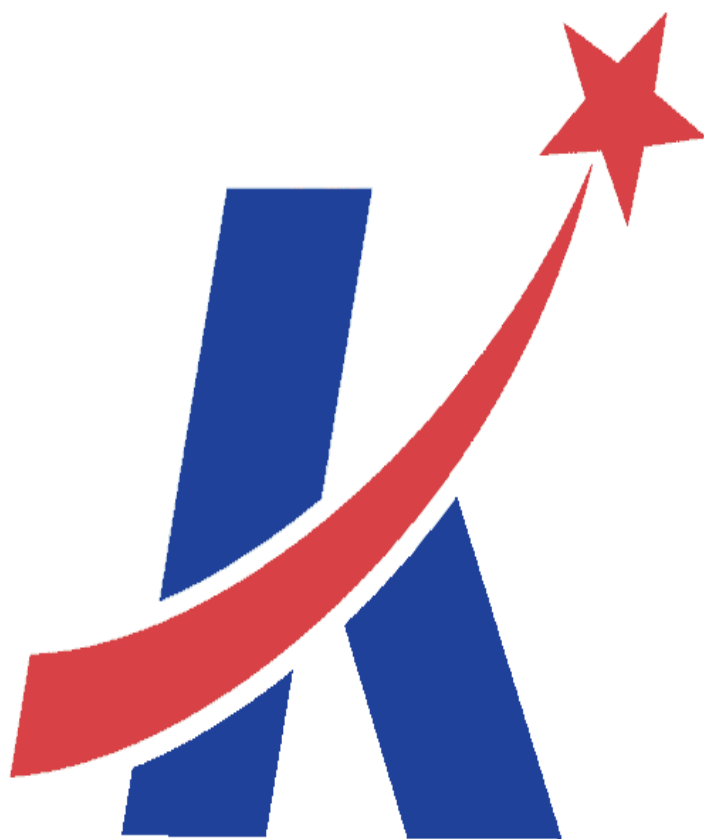
Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Communications Coordinator	1	\$41,728	\$0	\$41,728
Citizen Survey	2	10,000	0	10,000
Employee Appreciation Event	3	15,000	0	15,000
Total Decision Packages		\$66,728	\$0	\$66,728



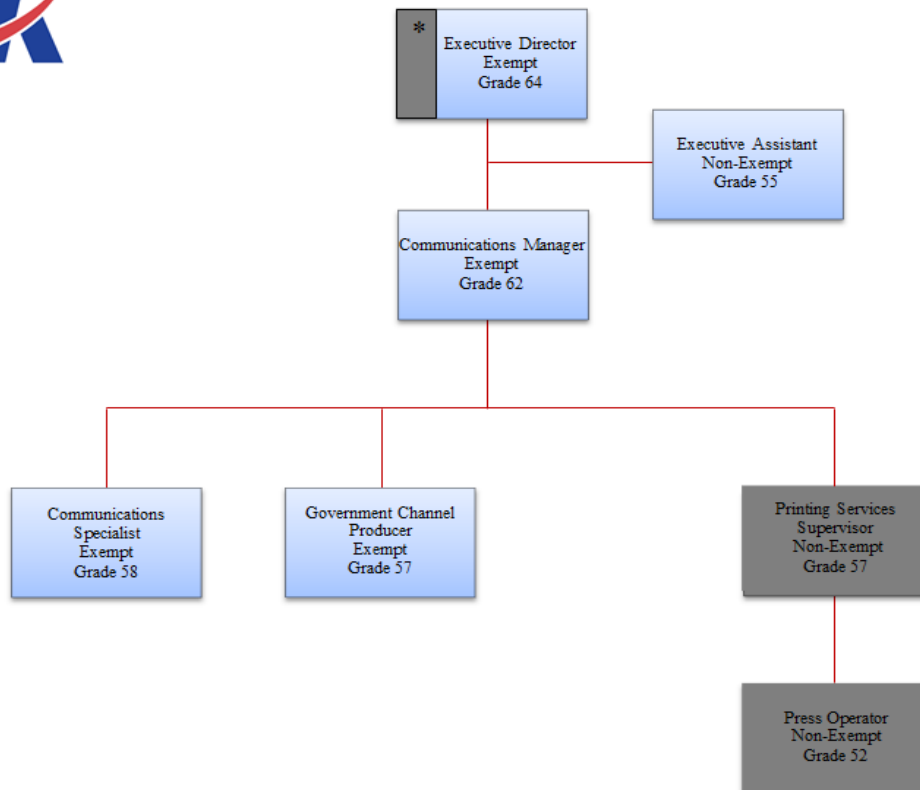
City Manager's Comments







Communications



DIVISION MISSION STATEMENT

The Communications Department's mission is to promote a well-informed public about City issues, programs, and services.

MISSION ELEMENTS

- Disseminate information to external audiences.
- Disseminate information to internal audiences.
- Support media relations.

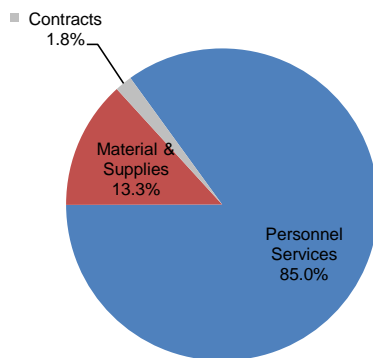
GOALS

- Advance Strategic Communications Plan to increase departmental support.
- Activate new media studio and add original programs.
- Host Killeen Citizens Academy.
- Host four public engagement events.
- Improve website and social media content.

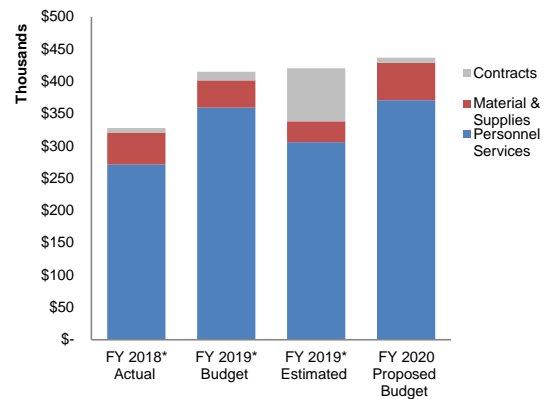
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612
Total	\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 271,246	\$ 359,382	\$ 305,670	\$ 370,954
Material & Supplies	49,569	42,164	32,225	57,888
Contracts	6,959	13,460	82,235	7,770
Total	\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612

Department Expenditures



Department Expenditure History



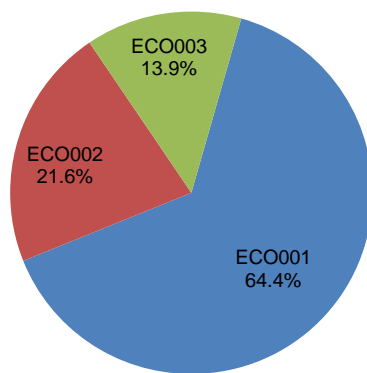
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

**SUPPORT SERVICES
COMMUNICATIONS**

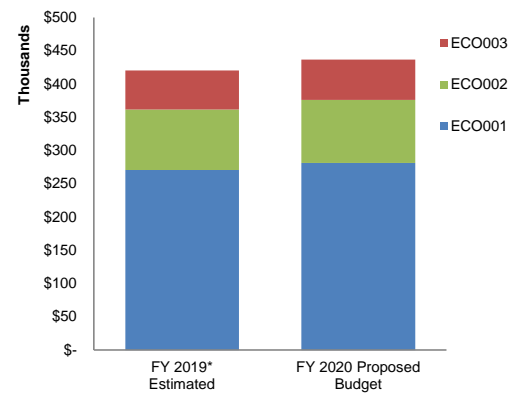
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECO001	Disseminate information to external audiences.	3.30	6,864.00	\$ 270,705	\$ 281,325
ECO002	Disseminate information to internal audiences.	1.00	2,080.00	90,918	\$ 94,485
ECO003	Support media relations.	0.50	1,040.00	58,507	\$ 60,802
		<u>4.80</u>	<u>9,984.00</u>	<u>\$ 420,130</u>	<u>\$ 436,612</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Communications Manager ¹	-	1.00	1.00
Communications Specialist ¹	-	1.00	1.00
Community Engagement Coordinator ¹	1.00	-	-
Executive Assistant	1.00	1.00	1.00
Executive Director of Communications ²	0.90	0.80	0.80
Government Channel Producer	1.00	1.00	1.00
Public Information Officer ¹	1.00	-	-
Total Staffing	<u>4.90</u>	<u>4.80</u>	<u>4.80</u>

¹ - Reclassified positions during FY 2018*

² - Transferred 0.20 of position to Legislative Affairs Division

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Communications					
Personnel Services					
010-0405-414.40-05	FULL-TIME SALARIES	\$ 212,043	\$ 276,644	\$ 232,966	\$ -
010-0405-414.40-15	OVERTIME	-	-	2,500	-
010-0405-414.40-25	LONGEVITY	1,394	1,507	1,406	-
010-0405-414.40-50	CAR ALLOWANCE	2,700	2,400	2,400	-
010-0405-414.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	-
010-0405-414.40-81	GROUP INSURANCE	17,077	-	-	-
010-0405-414.40-82	MEDICAL INSURANCE	-	23,719	20,991	-
010-0405-414.40-83	DENTAL INSURANCE	-	1,324	1,094	-
010-0405-414.40-84	LIFE INSURANCE	-	86	71	-
010-0405-414.40-85	RETIREMENT - TMRS	21,400	31,348	25,640	-
010-0405-414.40-87	SOCIAL SECURITY	16,265	17,243	14,263	-
010-0405-414.40-88	MEDICARE	-	4,033	3,336	-
010-0405-414.40-89	WORKERS COMPENSATION	367	478	403	-
610-0405-414.40-05	FULL-TIME SALARIES	-	-	-	282,290
610-0405-414.40-25	LONGEVITY	-	-	-	1,738
610-0405-414.40-50	CAR ALLOWANCE	-	-	-	2,400
610-0405-414.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-0405-414.40-82	MEDICAL INSURANCE	-	-	-	26,390
610-0405-414.40-83	DENTAL INSURANCE	-	-	-	1,324
610-0405-414.40-84	LIFE INSURANCE	-	-	-	86
610-0405-414.40-85	RETIREMENT - TMRS	-	-	-	33,898
610-0405-414.40-87	SOCIAL SECURITY	-	-	-	17,619
610-0405-414.40-88	MEDICARE	-	-	-	4,121
610-0405-414.40-89	WORKERS COMPENSATION	-	-	-	488
Personnel Services		271,246	359,382	305,670	370,954
Supplies					
010-0405-414.41-10	OFFICE	1,207	750	456	-
010-0405-414.41-15	POSTAGE/CARRIER SERVICE	-	50	30	-
010-0405-414.41-25	SUBSCRIPTION/PUBLICATIONS	78	78	78	-
010-0405-414.41-27	PUBLIC OUTREACH	481	6,000	3,811	-
010-0405-414.41-30	FUEL	128	500	211	-
010-0405-414.41-35	PRINT SUPPLIES	9,156	16,000	15,229	-
010-0405-414.41-40	COMPUTER SUPPLIES	36	500	-	-
610-0405-414.41-10	OFFICE	-	-	-	750
610-0405-414.41-15	POSTAGE/CARRIER SERVICE	-	-	-	90
610-0405-414.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	88
610-0405-414.41-27	PUBLIC OUTREACH	-	-	-	10,000
610-0405-414.41-30	FUEL	-	-	-	500
610-0405-414.41-35	PRINT SUPPLIES	-	-	-	20,000
610-0405-414.41-40	COMPUTER SUPPLIES	-	-	-	500
Supplies		11,085	23,878	19,815	31,928
Repair & Maintenance					
010-0405-414.42-43	COMPUTER/SOFTWARE MAINT	-	-	82	-
010-0405-414.43-15	VEHICLE REPAIR/MAINT	80	1,000	280	-
610-0405-414.43-15	VEHICLE REPAIR/MAINT	-	-	-	1,000
Repair & Maintenance		80	1,000	362	1,000

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Support Services					
010-0405-414.44-05	TELEPHONE	\$ 1,492	\$ 735	\$ 735	\$ -
010-0405-414.44-07	CABLE SERVICES	449	-	-	-
010-0405-414.44-10	EQUIPMENT RENTAL/LEASE	3,094	3,100	3,094	-
010-0405-414.44-25	LEGAL AND PUBLIC NOTICES	6,914	2,216	1,000	-
010-0405-414.44-30	TRAINING AND TRAVEL	3,453	5,500	4,479	-
010-0405-414.44-33	EMPLOYEE APPRECIATION	2,787	3,500	541	-
010-0405-414.44-75	DUES AND MEMBERSHIPS	2,105	2,235	2,199	-
610-0405-414.44-05	TELEPHONE	-	-	-	735
610-0405-414.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	3,100
610-0405-414.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	4,500
610-0405-414.44-30	TRAINING AND TRAVEL	-	-	-	7,500
610-0405-414.44-33	EMPLOYEE APPRECIATION	-	-	-	7,500
610-0405-414.44-75	DUES AND MEMBERSHIPS	-	-	-	1,625
Support Services		20,293	17,286	12,048	24,960
Minor Capital					
010-0405-414.46-40	COMPUTER EQUIP/SOFTWARE	15,252	-	-	-
010-0405-414.46-50	FURNITURE AND FIXTURES	2,858	-	-	-
Minor Capital		18,110	-	-	-
Professional Services					
010-0405-414.47-01	CONSULTING	6,959	13,460	13,460	-
010-0405-414.47-99	SPECIAL SERVICES	-	-	68,775	-
610-0405-414.47-01	CONSULTING	-	-	-	7,770
Professional Services		6,959	13,460	82,235	7,770
Communications		\$ 327,775	\$ 415,006	\$ 420,130	\$ 436,612

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element 1: Disseminate information to external audiences.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain website daily.	900	365	N/A	365	365	365	365
Issue news releases.	520	200	200	196	200	238	220
Produce City Insight.	120	3	3	2	3	2	2
Create and distribute annual report.	72	1	1	1	1	1	1
Produce City Council meetings.	536	48	24	33	48	54	48
Attract web hits annually.	N/A	1 million	1 million	881,325	1 million	996,552	1 million
Maintain social media daily.	560	365	365	365	365	365	365
Create Facebook posts.	412	>300	300	312	>250	396	>300
Grow Facebook audience annually.	N/A	>10%	12%	13%	>10%	15%	>10%
Create program videos.	480	>12	>12	14	18	8	24
Produce Good News Killeen.	360	26	26	25	22	22	26
Produce Mayoral correspondence.	248	100	N/A	105	100	81	90
Produce flyers/posters/graphics.	600	>50	>50	122	>50	302	>100
Strategic project support.	870	12	N/A	18	15	18	15
Organizational advancement.	580	12	N/A	18	12	11	10
Administrative tasks.	810	N/A	N/A	N/A	N/A	N/A	N/A
Host Citizens Academy.	240	1	N/A	N/A	1	1	1
Host About Town Events.	80	1	N/A	1	3	3	4

Mission Element 2: Disseminate information to internal audiences.**Operational Targets:** Essential department functions within the mission element.

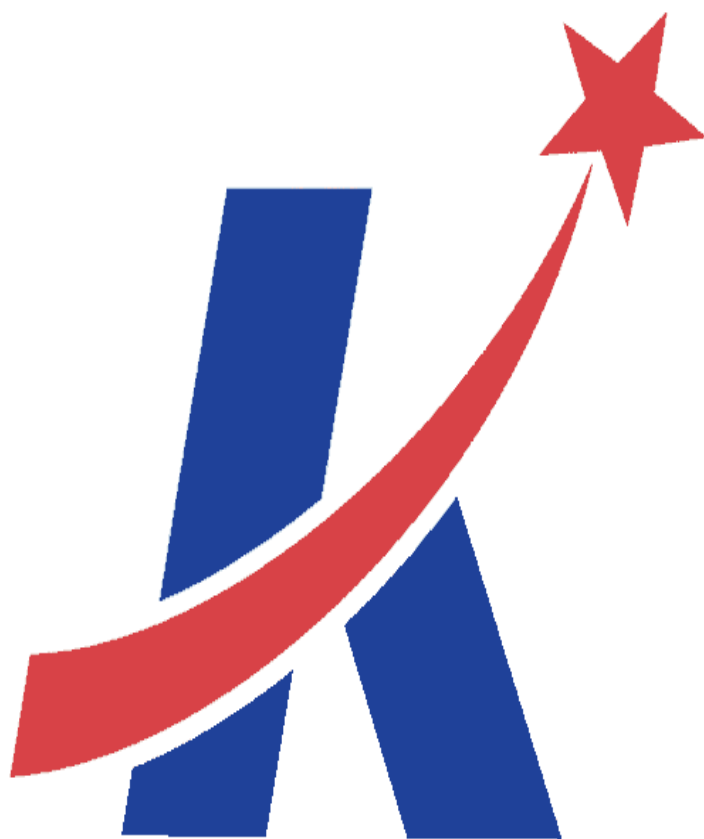
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Produce issues of City Beat.	336	12	12	2	12	12	12
Distribute all employee emails.	72	50	N/A	66	50	80	70
Produce training videos.	0	4	4	4	4	0	4
Employee of the Month Awards.	48	12	12	12	12	12	12
Produce phone guide.	60	1	N/A	1	1	1	1
Provide Communications support to departments.	982	N/A	N/A	N/A	N/A	N/A	N/A

Mission Element 3: Support media relations.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Return of news stories to news releases.	N/A	>1.25	>1.25	1.22	1.25	1.04	1.25
Number of media requests received.	N/A	N/A	N/A	N/A	N/A	228	N/A
Respond to media requests within 24 hours.	1098	90%	N/A	N/A	90%	97%	95%



Communications – Legislative Affairs





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Communications

Division: Legislative Affairs

Mission

Legislative Affairs' mission is to advocate City interests to state and federal legislators and agencies.



Mission Elements

- ❑ Assist City Council in developing legislative principles.
- ❑ Establish and maintain relationships with state and federal elected officials and agencies.
- ❑ Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.



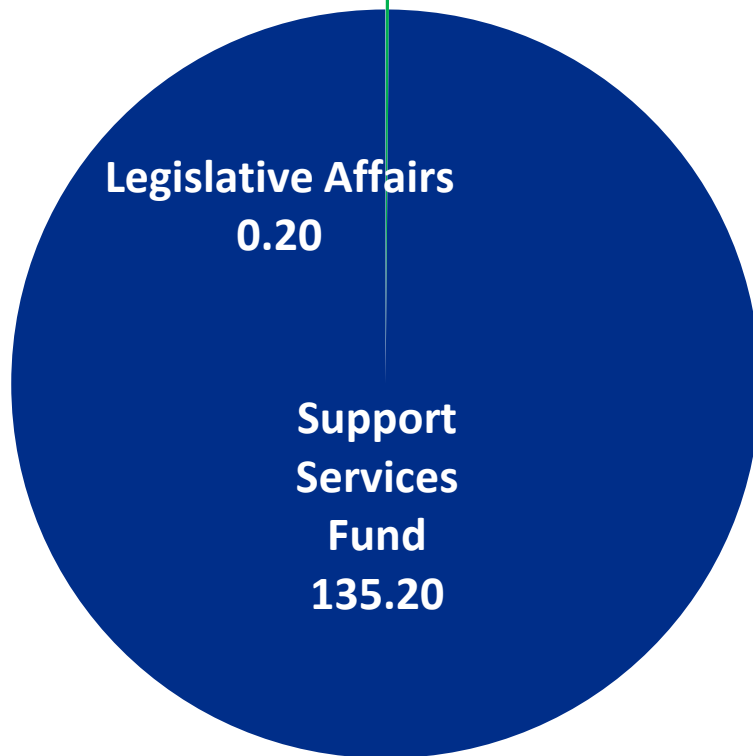
Goals for FY 2020

- ☐ Develop federal legislative principles for Council adoption.
- ☐ Support interim state legislative efforts.
- ☐ Strengthen federal legislative efforts.

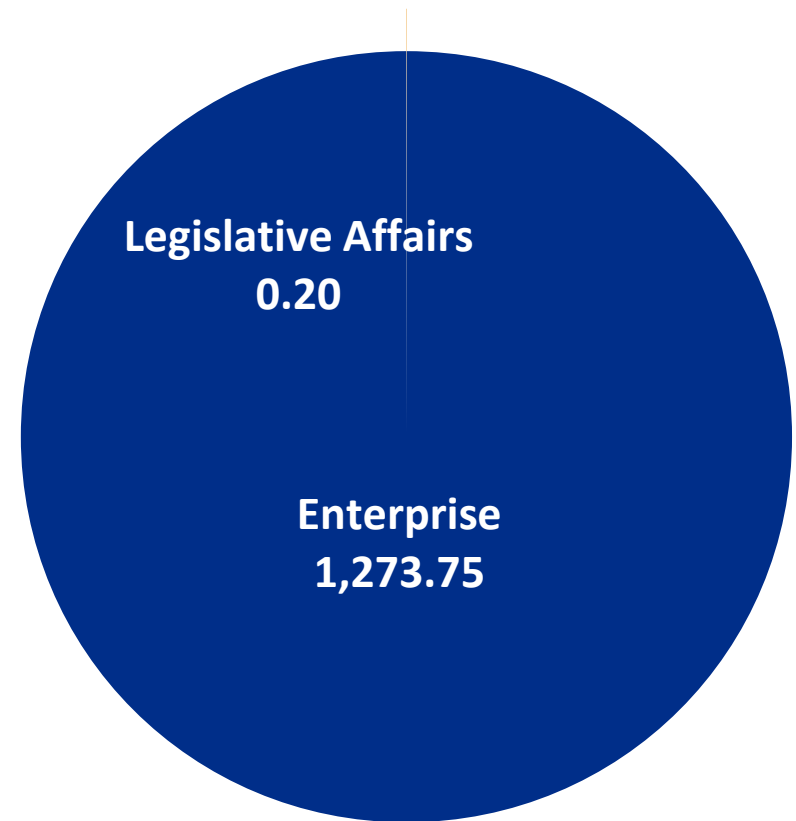


How Legislative Affairs Fits in the Enterprise in FY 2020 – Staffing

0.15% of FTEs in Fund
FTEs in the
Support Services Fund



0.02% of FTEs in Enterprise
FTEs in All Funds

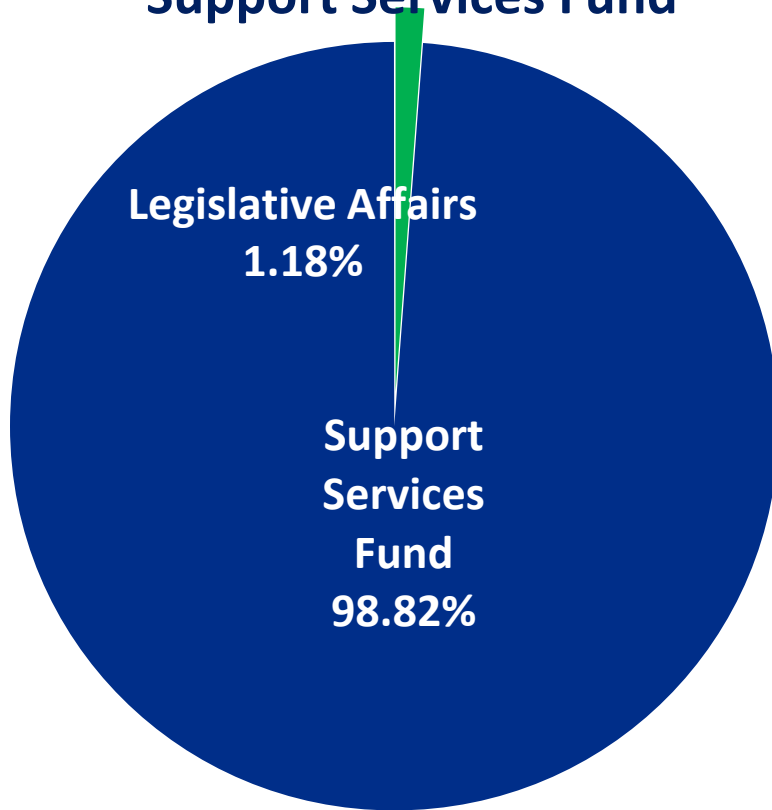


Legislative Affairs FTEs = 0.20
Support Services Fund FTEs = 135.40

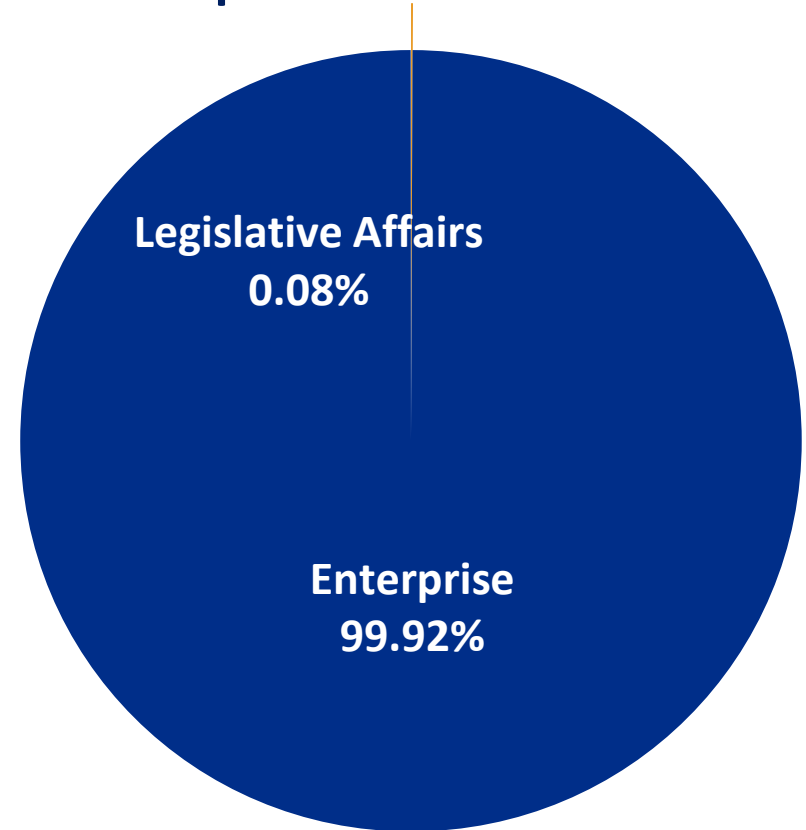
All Funds FTEs = 1,273.95

How Legislative Affairs Fits in the Enterprise in FY 2020 – Budget

1.18% of Expenses in Fund
Expenses in the
Support Services Fund



0.08% of Expenses in Enterprise
Expenses in All Funds



Legislative Affairs Expense = \$158,756
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	.10	.20	.20

FY 2019

Transferred 0.20 FTE from Communications.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
Reimbursement	5,980	5,980	5,980	5,980
From Support Services Fund	116,458	148,155	141,702	152,776
Total	\$ 122,438	\$ 154,135	\$ 147,682	\$ 158,756
=Base request				\$ 158,756
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 158,756



Legislative Affairs by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECO004	Assist City Council in developing legislative principles.	0.02	41.60	\$ 27,075	\$ 29,105
ECO005	Establish and maintain relationships with state and federal elected officials and agencies.	0.06	124.80	24,478	26,314
ECO006	Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.	0.12	249.60	96,129	103,337
		<u>0.20</u>	<u>416.00</u>	<u>\$ 147,682</u>	<u>\$ 158,756</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 14,268	\$ 29,535	\$ 29,459	\$ 30,480
• Materials & Supplies	8,170	19,600	118,223	127,399
• Contracts	100,000	105,000	-	-
• Capital Outlay	-	-	-	-
Total	\$ 122,438	\$ 154,135	\$ 147,682	\$ 157,879
=Base request				\$ 157,879
+Decision packages - Compensation Equity				877
=Total				\$ 158,756



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$877	\$0	\$877
Total Decision Packages		\$877	\$0	\$877



Decision Packages Disapproved by City Manager

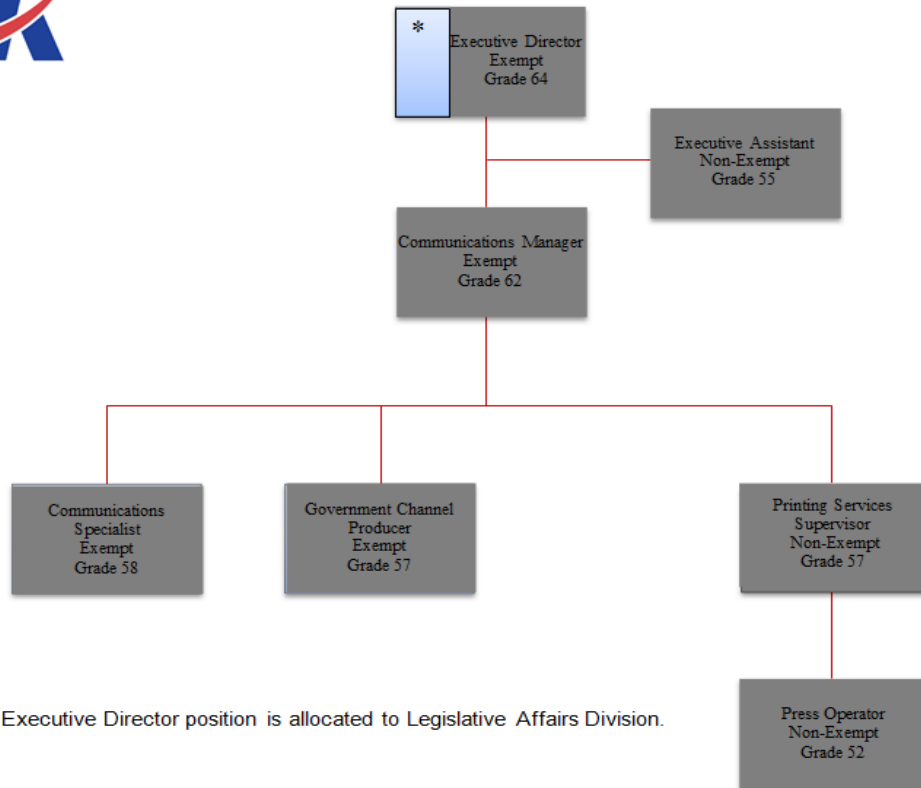
Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



City Manager's Comments



Communications



* 20% Executive Director position is allocated to Legislative Affairs Division.

DIVISION MISSION STATEMENT

Legislative Affairs' mission is to advocate City interests to state and federal legislators and agencies.

MISSION ELEMENTS

- Assist City Council in developing legislative principles.
- Establish and maintain relationships with state and federal elected officials and agencies.
- Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.

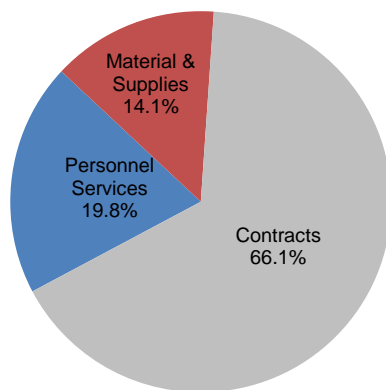
GOALS

- Develop state and federal legislative principles for Council adoption.
- Support interim state legislative efforts.
- Strengthen federal legislative efforts.

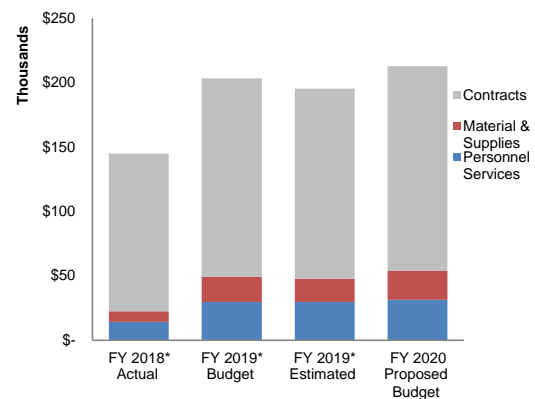
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
Reimbursement	\$ 5,980	\$ 5,980	\$ 5,980	\$ 5,980
General Resources	116,458	148,155	141,702	152,776
Total	\$ 122,438	\$ 154,135	\$ 147,682	\$ 158,756
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 14,268	\$ 29,535	\$ 29,459	\$ 31,357
Material & Supplies	8,170	19,600	18,223	22,399
Contracts	100,000	105,000	100,000	105,000
Total	\$ 122,438	\$ 154,135	\$ 147,682	\$ 158,756

Department Expenditures



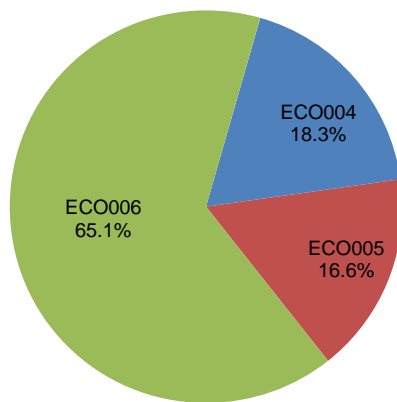
Department Expenditure History



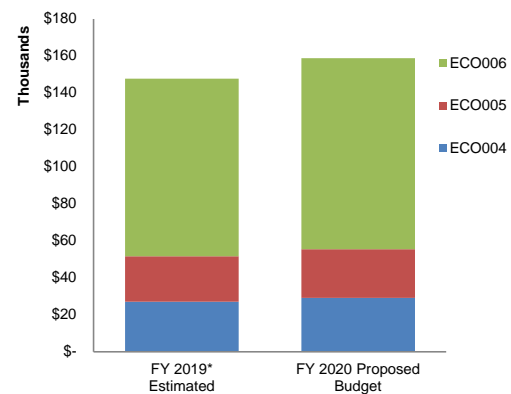
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECO004	Assist City Council in developing legislative principles.	0.02	41.60	\$ 27,075	\$ 29,105
ECO005	Establish and maintain relationships with state and federal elected officials and agencies.	0.06	124.80	24,478	26,314
ECO006	Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.	0.12	249.60	96,129	103,337
		<u>0.20</u>	<u>416.00</u>	<u>\$ 147,682</u>	<u>\$ 158,756</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Executive Director of Communications ¹

Total Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Executive Director of Communications ¹	0.10	0.10	0.20
Total Staffing	<u>0.10</u>	<u>0.10</u>	<u>0.20</u>

¹ - Transferred 0.20 of position from Communications to Legislative Affairs Division

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Legislative Affairs					
Personnel Services					
010-0407-414.40-05	FULL-TIME SALARIES	\$ 11,294	\$ 23,174	\$ 23,174	\$ -
010-0407-414.40-25	LONGEVITY	78	173	163	-
010-0407-414.40-50	CAR ALLOWANCE	300	600	600	-
010-0407-414.40-81	GROUP INSURANCE	528	-	-	-
010-0407-414.40-82	MEDICAL INSURANCE	-	988	988	-
010-0407-414.40-83	DENTAL INSURANCE	-	55	55	-
010-0407-414.40-84	LIFE INSURANCE	-	4	4	-
010-0407-414.40-85	RETIREMENT - TMRS	1,156	2,670	2,605	-
010-0407-414.40-87	SOCIAL SECURITY	892	1,483	1,482	-
010-0407-414.40-88	MEDICARE	-	347	347	-
010-0407-414.40-89	WORKERS COMPENSATION	20	41	41	-
610-0407-414.40-05	FULL-TIME SALARIES	-	-	-	24,464
610-0407-414.40-25	LONGEVITY	-	-	-	182
610-0407-414.40-50	CAR ALLOWANCE	-	-	-	600
610-0407-414.40-82	MEDICAL INSURANCE	-	-	-	1,100
610-0407-414.40-83	DENTAL INSURANCE	-	-	-	56
610-0407-414.40-84	LIFE INSURANCE	-	-	-	3
610-0407-414.40-85	RETIREMENT - TMRS	-	-	-	2,982
610-0407-414.40-87	SOCIAL SECURITY	-	-	-	1,561
610-0407-414.40-88	MEDICARE	-	-	-	366
610-0407-414.40-89	WORKERS COMPENSATION	-	-	-	43
Personnel Services		14,268	29,535	29,459	31,357
Supplies					
010-0407-414.41-10	OFFICE	-	100	40	-
610-0407-414.41-10	OFFICE	-	-	-	199
Supplies		-	100	40	199
Support Services					
010-0407-414.44-30	TRAINING AND TRAVEL	691	7,500	6,225	-
010-0407-414.44-75	DUES AND MEMBERSHIPS	7,479	12,000	10,469	-
610-0407-414.44-30	TRAINING AND TRAVEL	-	-	-	7,500
610-0407-414.44-75	DUES AND MEMBERSHIPS	-	-	-	14,700
Support Services		8,170	19,500	16,694	22,200
Minor Capital					
010-0407-414.46-40	COMPUTER EQUIP/SOFTWARE	-	-	1,489	-
Minor Capital		-	-	1,489	-
Professional Services					
010-0407-414.47-01	CONSULTING ¹	100,000	105,000	100,000	-
610-0407-414.47-01	CONSULTING	-	-	-	105,000
Professional Services		100,000	105,000	100,000	105,000
Legislative Affairs		\$ 122,438	\$ 154,135	\$ 147,682	\$ 158,756

¹ - Realigned Schlueter Group from City Manager and Texas Mayors of Military Cities from City Council

Mission Element 1: Assist City Council in developing legislative principles.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Draft State Legislative Principles.	0	1	1	1	1	1	N/A
Draft Federal Legislative Principles.	24	1	1	1	1	1	1

Mission Element 2: Establish and maintain relationships with state and federal elected officials and agencies.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Update legislator and staff contact list annually.	4	1	1	1	1	1	1
Make annual local/regional offices visits.	30	100%	100%	100%	100%	100%	100%
Visit State Capitol offices as needed.	60	100%	100%	100%	100%	100%	100%
Make contact with all legislative offices at least quarterly.	12	100%	100%	100%	100%	100%	100%

Mission Element 3: Advocate the City's interests to state and federal legislators and agencies directly and through lobbyists.

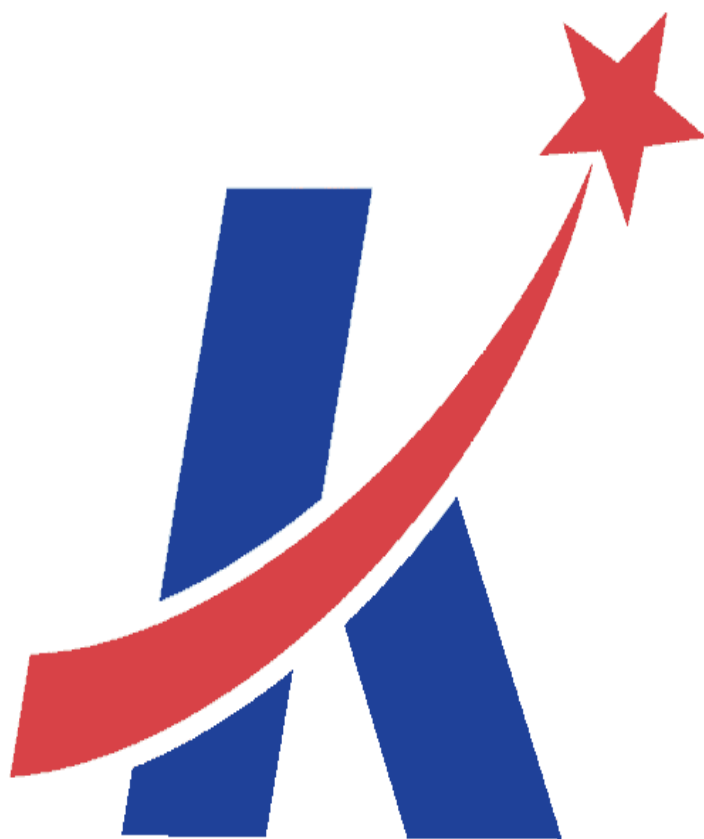
Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Provide legislative principles and supporting documentation to all appropriate legislators.	42	100%	100%	100%	100%	100%	100%
Provide legislative principles and supporting documentation to lobbyist.	0	100%	100%	100%	100%	100%	N/A
Attend Legislative Session/Interim	100	100%	100%	100%	100%	100%	100%
Submit testimony at all applicable Texas interim and session hearings.	60	100%	100%	100%	100%	100%	100%
Submit comments on all applicable bills/issues.	48	100%	100%	100%	100%	100%	100%
Create interim strategies to address priority state issues.	60	100%	N/A	N/A	N/A	N/A	100%





Communications – PEG Funds





FY 2020 Proposed Budget Presentation

Fund: Public Education Government
(PEG)

Department: Communications

Division: Government Channel

Mission

The Public Education Government (PEG) channel's mission is to provide access to City government meetings and information by paying for equipment and capital improvements related to cable broadcasting.



Mission Element

- ☐ Pay for equipment.
- ☐ Pay for capital improvements.



Goals for FY 2020

- ☐ Complete equipping of media studio.
- ☐ Complete renovation to Main Conference Room.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
PEG Funds [1% payment]	\$ 239,615	\$ 75,000	\$ 75,000	\$ 239,000
Miscellaneous	9,760	1,332	1,332	10,000
From PEG Fund Balance	259,828			-
(To) PEG Fund Balance	-	-	-	-
Total	\$ 509,203	\$ 76,332	\$ 76,332	\$ 249,000



PEG Fund by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECO009	Pay for equipment.	-	-	\$ 76,332	\$ 249,000
ECO010	Pay for capital improvements.	-	-	-	-
		<u>-</u>	<u>-</u>	<u>\$ 76,332</u>	<u>\$ 249,000</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ -	\$ -	\$ -	\$ -
• Materials & Supplies	1,321	76,332	-	111,400
• Reserve for Future Use	-	-	-	137,600
• Capital	37,882	-	-	-
• Transfer to General Fund CIP for Capital Outlay - Workshop Recording Project	470,000	-	-	-
Total	\$ 509,203	\$ 76,332	\$ -	\$ 249,000



Explanation of Expense Variance

- ☐ No capital projects in FY 2020.
- ☐ Studio renovations budgeted.
- ☐ Equipment procurement budgeted.



City Manager's Comments





DIVISION MISSION STATEMENT

The Public Education Government (PEG) channel's mission is to provide access to City government meetings and information by paying for equipment and capital improvements related to cable broadcasting.

MISSION ELEMENTS

- Pay for equipment.
- Pay for capital improvements.

GOALS

- Complete equipping of media studio.
- Complete renovation to Main Conference Room.

FINANCIAL INFORMATION

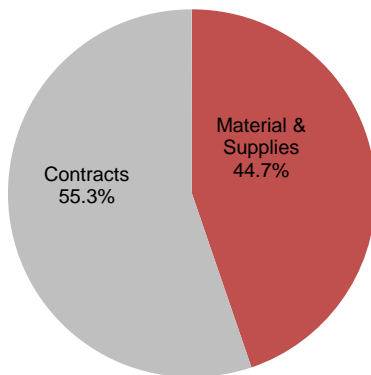
Revenue Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Cable Franchise Fee	\$ 239,615	\$ 75,000	\$ 239,615	\$ 239,000
Investments Income	9,760	1,332	12,596	10,000
Investment Expense	-	-	-	-
General Resources	(210,171)	-	(175,879)	-
Total	\$ 39,203	\$ 76,332	\$ 76,332	\$ 249,000

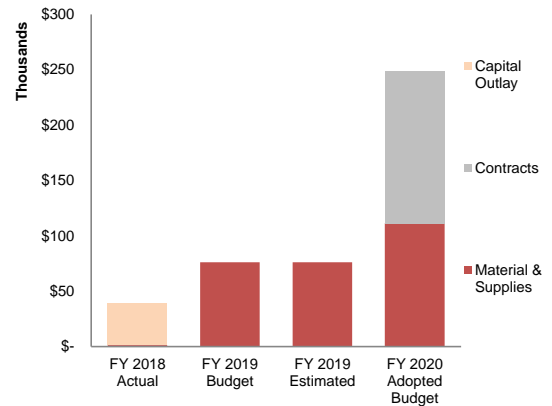
Expenditure Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
Material & Supplies	\$ 1,321	\$ 76,332	\$ 76,332	\$ 111,400
Contracts	-	-	-	137,600
Capital Outlay	37,882	-	-	-
Total	\$ 39,203	\$ 76,332	\$ 76,332	\$ 249,000

Department Expenditures



Department Expenditures History

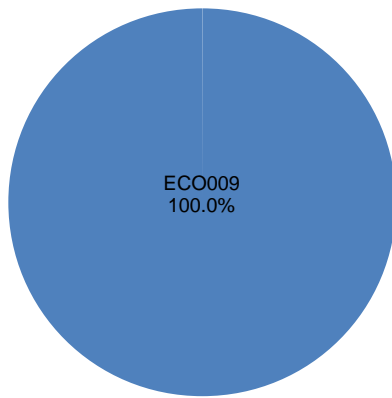


**SUPPORT SERVICES
CABLE SYSTEM PEG IMPROVEMENTS FUND**

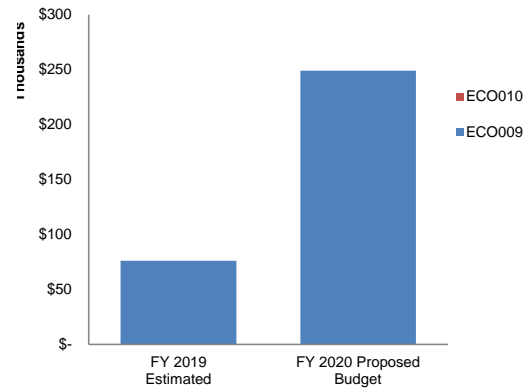
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECO009	Pay for equipment	-	-	\$ 76,332	\$ 249,000
ECO010	Pay for capital improvements.	-	-	-	-
		-	-	\$ 76,332	\$ 249,000

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Cable System PEG Revenues					
Taxes					
220-0000-318.02-04	CABLE FRANCHISE	\$ 239,615	\$ 75,000	\$ 239,615	\$ 239,000
	Taxes	239,615	75,000	239,615	239,000
Investments Income					
220-0000-361.05-00	INTEREST EARNED	\$9,760	\$1,332	\$12,596	\$10,000
220-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	9,760	1,332	12,596	10,000
	Cable System PEG Revenues	\$ 249,374	\$ 76,332	\$ 252,211	\$ 249,000
Cable System PEG Expenditures					
Support Services					
220-0405-414.44-07	CABLE SERVICES	\$ -	\$ 1,332	\$ 1,400	\$ 1,400
	Support Services	-	1,332	1,400	1,400
Minor Capital					
220-0405-414.44-10	EQUIPMENT AND MACHINERY	1,321	75,000	52,377	60,000
220-0405-414.44-13	COMPUTER EQUIP/SOFTWARE	-	-	-	30,000
220-0405-414.44-30	FURNITURE AND FIXTURES	-	-	22,555	20,000
	Minor Capital	1,321	75,000	74,932	110,000
Designated Expenses					
220-0405-414.44-75	RESERVE APPROPRIATION	-	-	-	137,600
	Designated Expenses	-	-	-	137,600
Capital Outlay					
220-0405-414.46-05	COMPUTER EQUIP/SOFTWARE	37,882	-	-	-
	Capital Outlay	37,882	-	-	-
	Cable System PEG Expenditures	\$ 39,203	\$ 76,332	\$ 76,332	\$ 249,000

Mission Element 1: Pay for equipment.

Operational Targets: Essential department functions within the mission element.

Function	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Procure and install new meeting production and playback system.	1	1	0.5	0.5	0.5	N/A
Procure and install new studio equipment.	1	N/A	N/A	1	1	1

Mission Element 2: Pay for capital improvements.

Operational Targets: Essential department functions within the mission element.

Function	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Complete reconstruction of City Council Chambers.	1	1	0.75	0.25	0.25	N/A
Complete installation of new technology and equipment.	1	1	0.5	0.5	0.5	N/A



Communications – Printing Services





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Communications

Division: Printing Services

Mission

The Printing Services Division's mission is to produce high-quality printed materials in support of organizational missions.



Mission Elements

- ☐ Print materials used by City departments.
- ☐ Coordinate and manage contracted printing.



By the Numbers:

☐ Print materials used by City departments:

☐ Rating of excellent in customer satisfaction: 98%

☐ Work orders completed: 850

☐ Print impressions produced: 3.5 M



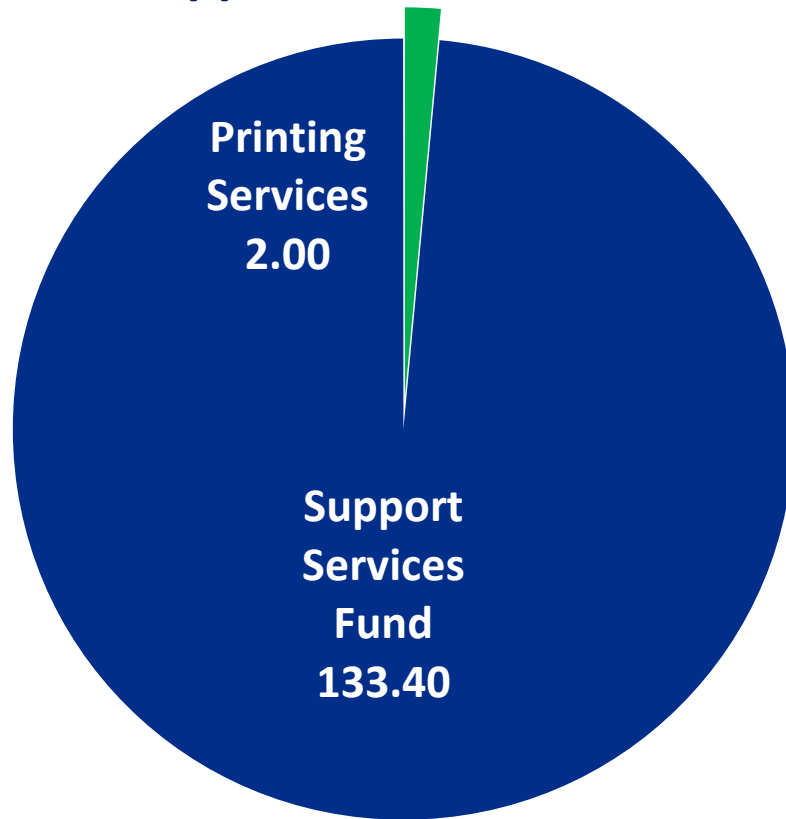
Goals for FY 2020

- ☐ Evaluate pricing structure and propose/implement changes.
- ☐ Implement print review process and performance standards.
- ☐ Explore additional services to be offered.

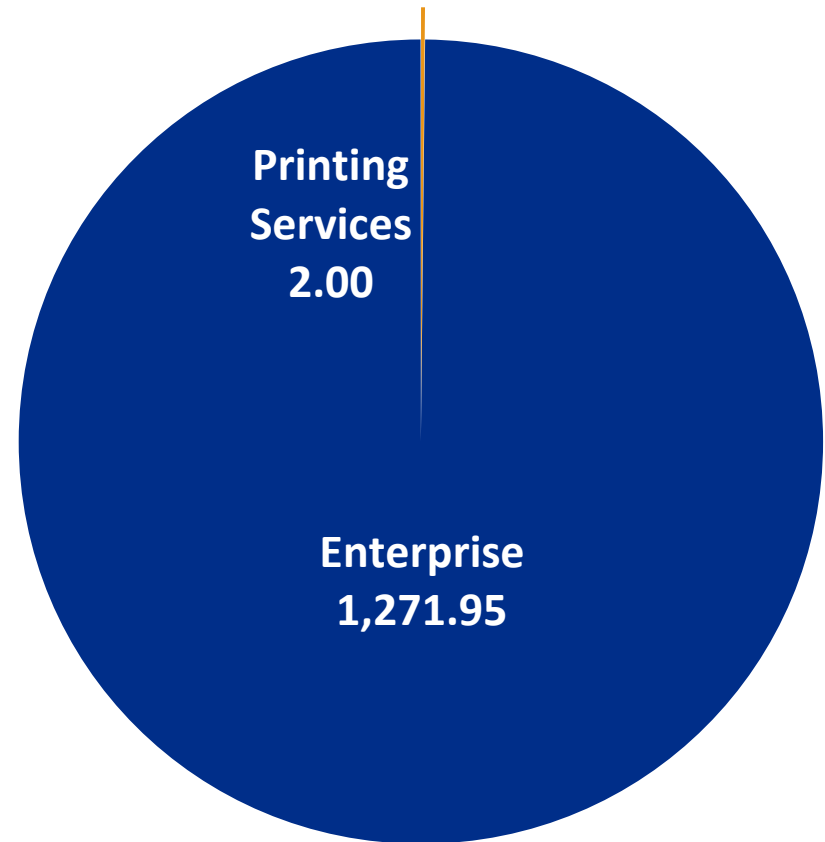


How Printing Services Fits in the Enterprise in FY 2020 – Staffing

1.48% of FTEs in Fund
FTEs in the
Support Services Fund



0.16% of FTEs in Enterprise
FTEs in All Funds

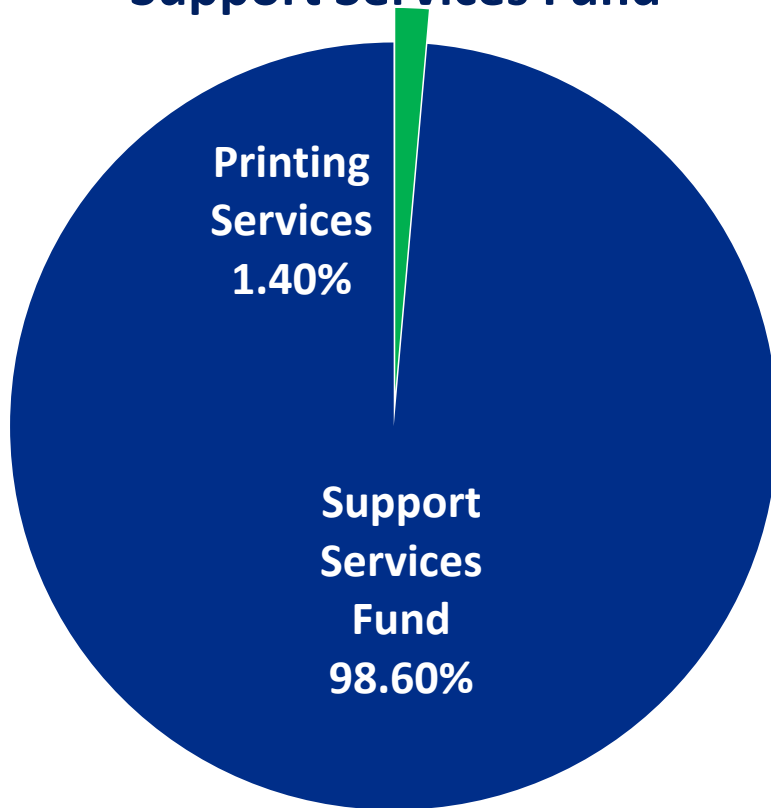


Printing Services FTEs = 2.00
Support Services Fund FTEs = 135.40

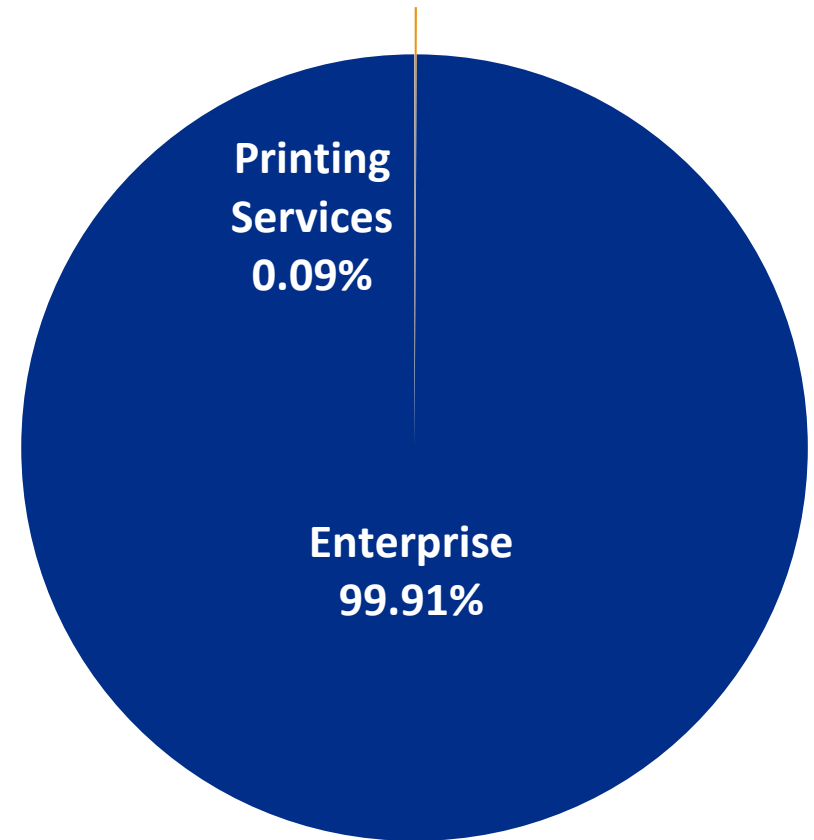
All Funds FTEs = 1,273.95

How Printing Services Fits in the Enterprise in FY 2020 – Budget

1.40% of Expenses in Fund
Expenses in the
Support Services Fund



0.09% of Expenses in Enterprise
Expenses in All Funds



Printing Services Expense = \$189,997
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	2.00	2.00	2.00



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	250,095	184,529	181,832	189,997
Total	\$ 250,095	\$ 184,529	\$ 181,832	\$ 189,997
=Base request				\$ 189,997
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 189,997



Printing Services by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ECO007	Print materials used by City departments.	1.90	3,952	\$ 174,655	\$ 182,498
ECO008	Coordinate and manage contracted printing.	0.10	208	7,177	7,499
		<u>2.00</u>	<u>4,160</u>	<u>\$ 181,832</u>	<u>\$ 189,997</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 103,118	\$ 106,912	\$ 105,289	\$ 110,621
• Materials & Supplies	69,624	60,115	59,042	60,926
• Contracts	618	500	500	500
• Capital Outlay	76,735	17,002	17,001	17,002
Total	\$ 250,095	\$ 184,529	\$ 181,832	\$ 189,049
=Base request				\$ 189,049
' +Decision packages - Compensation Equity				948
=Total				\$ 189,997



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$948	\$0	\$948
Total Decision Packages		\$948	\$0	\$948



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0



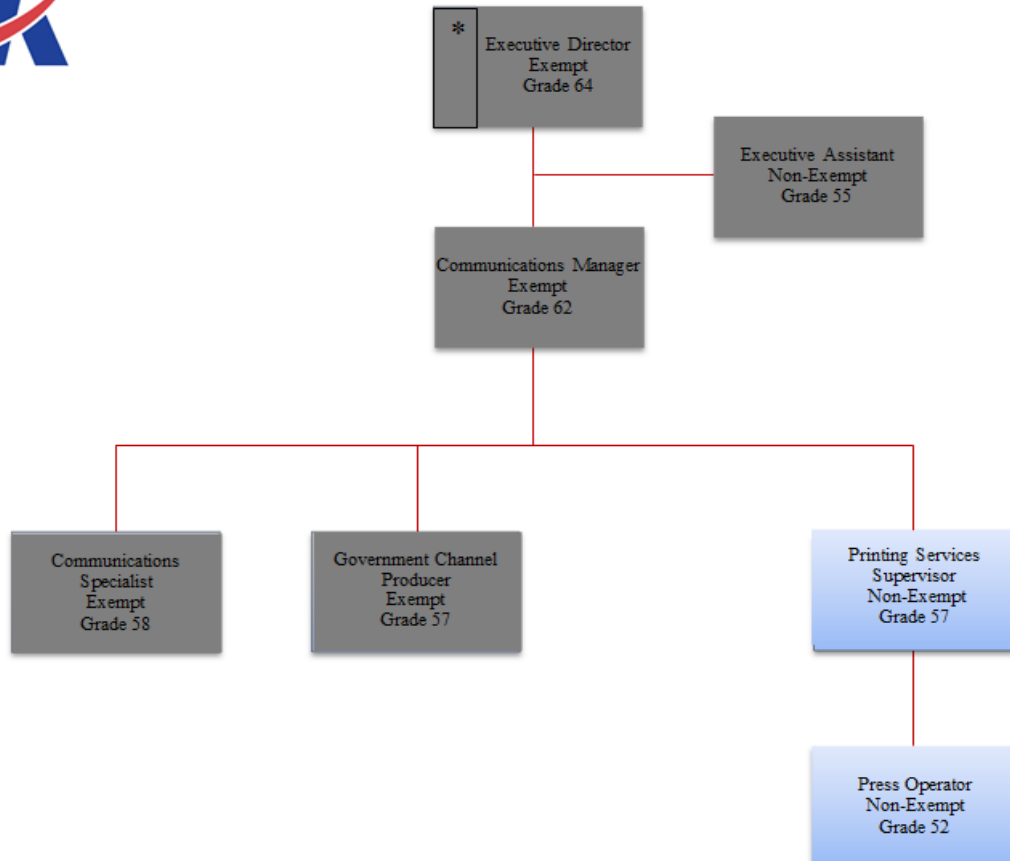
City Manager's Comments







Communications



DIVISION MISSION STATEMENT

The Printing Services Division's mission is to produce high-quality printed materials in support of organizational missions.

MISSION ELEMENTS

- Print materials used by City departments.
- Coordinate and manage contracted printing.

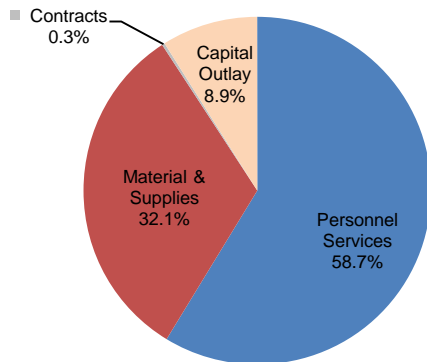
GOALS

- Evaluate pricing structure and propose/implement changes.
- Implement print review process and performance standards.
- Explore additional services to be offered.

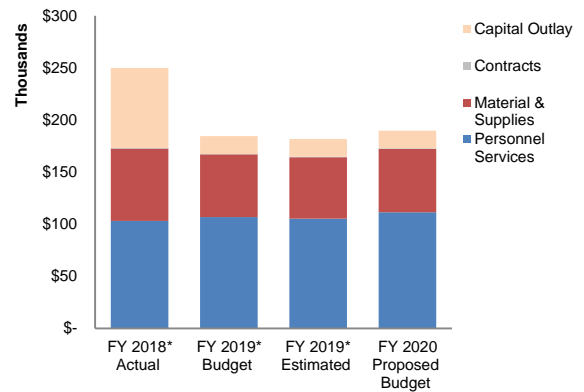
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 250,093	\$ 184,529	\$ 181,832	\$ 189,997
Total	\$ 250,093	\$ 184,529	\$ 181,832	\$ 189,997
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 103,117	\$ 106,912	\$ 105,289	\$ 111,569
Material & Supplies	69,623	60,115	59,042	60,926
Contracts	618	500	500	500
Capital Outlay	76,735	17,002	17,001	17,002
Total	\$ 250,093	\$ 184,529	\$ 181,832	\$ 189,997

Department Expenditures



Department Expenditure History



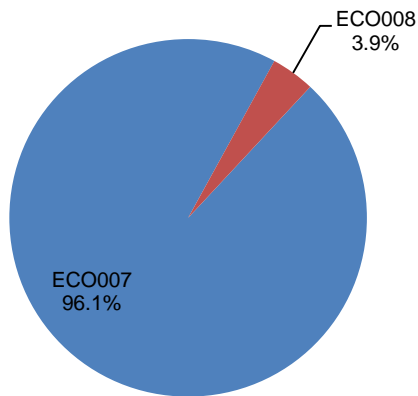
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

**SUPPORT SERVICES
PRINTING SERVICES**

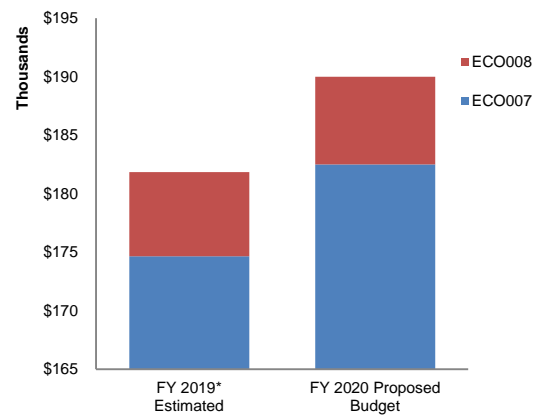
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ECO007	Print materials used by City departments.	1.90	3,952.00	\$ 174,655	\$ 182,498
ECO008	Coordinate and manage contracted printing.	0.10	208.00	7,177	7,499
		<u>2.00</u>	<u>4,160.00</u>	<u>\$ 181,832</u>	<u>\$ 189,997</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Press Operator
Supervisor (Print Services)
Total Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Press Operator	1.00	1.00	1.00
Supervisor (Print Services)	1.00	1.00	1.00
Total Staffing	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Printing Services					
Personnel Services					
010-0406-414.40-05	FULL-TIME SALARIES	\$ 79,801	\$ 82,284	\$ 82,236	\$ -
010-0406-414.40-15	OVERTIME	283	-	-	-
010-0406-414.40-25	LONGEVITY	1,169	1,824	1,248	-
010-0406-414.40-70	VACATION-4TH WEEK BUYBK.	-	600	-	-
010-0406-414.40-81	GROUP INSURANCE	6,873	-	-	-
010-0406-414.40-82	MEDICAL INSURANCE	-	4,941	4,941	-
010-0406-414.40-83	DENTAL INSURANCE	-	552	552	-
010-0406-414.40-84	LIFE INSURANCE	-	36	36	-
010-0406-414.40-85	RETIREMENT - TMRS	8,045	9,445	9,075	-
010-0406-414.40-87	SOCIAL SECURITY	6,086	5,136	5,118	-
010-0406-414.40-88	MEDICARE	-	1,201	1,197	-
010-0406-414.40-89	WORKERS COMPENSATION	861	893	886	-
610-0406-414.40-05	FULL-TIME SALARIES	-	-	-	85,047
610-0406-414.40-25	LONGEVITY	-	-	-	1,944
610-0406-414.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-0406-414.40-82	MEDICAL INSURANCE	-	-	-	5,498
610-0406-414.40-83	DENTAL INSURANCE	-	-	-	552
610-0406-414.40-84	LIFE INSURANCE	-	-	-	36
610-0406-414.40-85	RETIREMENT - TMRS	-	-	-	10,344
610-0406-414.40-87	SOCIAL SECURITY	-	-	-	5,370
610-0406-414.40-88	MEDICARE	-	-	-	1,255
610-0406-414.40-89	WORKERS COMPENSATION	-	-	-	923
Personnel Services		103,117	106,912	105,289	111,569
Supplies					
010-0406-414.41-10	OFFICE	334	300	285	-
010-0406-414.41-20	UNIFORMS AND CLOTHING	627	848	848	-
010-0406-414.41-35	PRINT SUPPLIES	3,576	3,700	3,000	-
010-0406-414.41-65	MINOR TOOLS	-	300	220	-
610-0406-414.41-10	OFFICE	-	-	-	559
610-0406-414.41-20	UNIFORMS AND CLOTHING	-	-	-	1,360
610-0406-414.41-35	PRINT SUPPLIES	-	-	-	4,180
Supplies		4,536	5,148	4,353	6,099
Repair & Maintenance					
010-0406-414.42-10	BUILDING MAINTENANCE	1,225	-	-	-
010-0406-414.43-50	MACHINERY	1,015	2,500	2,500	-
610-0406-414.43-50	MACHINERY	-	-	-	2,500
Repair & Maintenance		2,240	2,500	2,500	2,500
Support Services					
010-0406-414.44-05	TELEPHONE	4	500	15	-
010-0406-414.44-10	EQUIPMENT RENTAL/LEASE	50,667	50,667	50,667	-
010-0406-414.44-28	NOTICES REQUIRED BY LAW	-	-	207	-
610-0406-414.44-05	TELEPHONE	-	-	-	250
610-0406-414.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	50,677
Support Services		50,671	51,167	50,889	50,927

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Minor Capital					
010-0406-414.46-35	EQUIPMENT AND MACHINERY	\$ 7,048	\$ -	\$ -	\$ -
010-0406-414.46-40	COMPUTER EQUIP/SOFTWARE	349	1,300	1,300	-
010-0406-414.46-50	FURNITURE AND FIXTURES	4,779	-	-	-
610-0406-414.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	1,400
	Minor Capital	12,176	1,300	1,300	1,400
Professional Services					
010-0406-414.47-99	SPECIAL SERVICES	560	-	-	-
	Professional Services	560	-	-	-
Designated Expenses					
010-0406-414.50-40	REFUSE DISPOSAL COSTS	\$ 58	\$ 500	\$ 500	\$ -
610-0406-414.50-40	REFUSE DISPOSAL COSTS	-	-	-	500
	Designated Expenses	58	500	500	500
Capital Outlay					
010-0406-414.61-35	MACHINERY AND EQUIPMENT	-	17,002	17,001	-
010-0406-414.61-70	LEASE ASSETS	76,735	-	-	-
610-0406-414.61-35	MACHINERY AND EQUIPMENT	-	-	-	17,002
	Capital Outlay	76,735	17,002	17,001	17,002
	Printing Services	\$ 250,093	\$ 184,529	\$ 181,832	\$ 189,997

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element 1: Print materials used by City departments.**Operational Targets:** Essential department functions within the mission element.

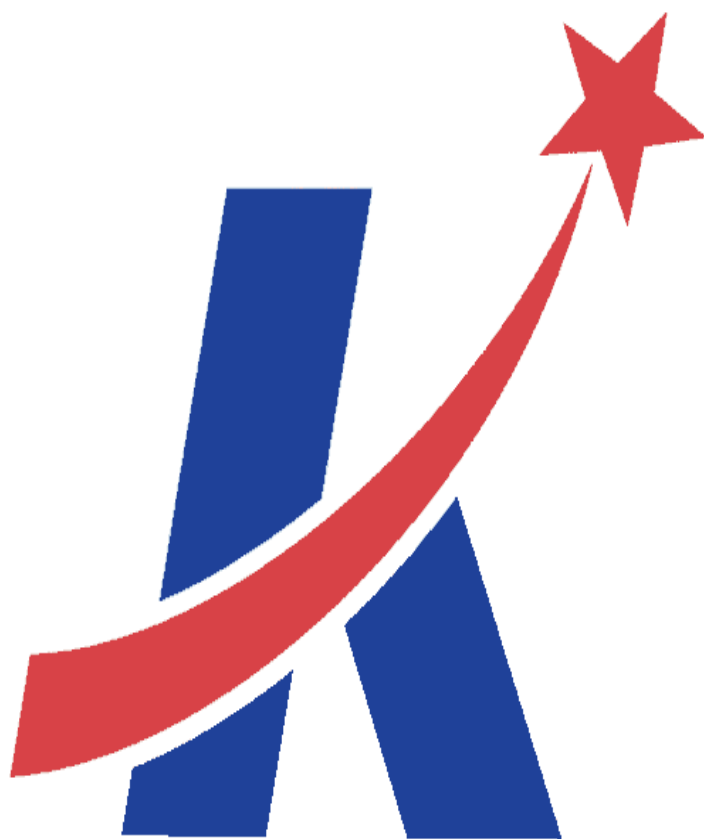
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Process work orders.	405	900	900	856	900	890	900
Produce printed materials.	3,447	4,000,000	4,000,000	3,867,657	4,000,000	3,500,000	3,500,000
Work order completion time.	N/A	<10 days	<7 days	<5 days	<7 days	<3 days	<5 days
Customer satisfaction.	204	>95%	>95%	98%	>95%	98%	95%

Mission Element 2: Coordinate and manage contracted printing.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Outsource printing jobs.	104	4	5	4	4	4	4



Finance





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Finance

Division: Finance Administration,
Accounting,
Budget, &
Purchasing

Mission

The Finance Department's mission is to support City departments by providing financial services which maintains the fiscal integrity of the City in a transparent manner.



Mission Elements

- ☐ Maintain accounting records for receipts, disbursements, and inventories.
- ☐ Prepare financial reports.
- ☐ Monitor fiscal and performance compliance.
- ☐ Administer centralized treasury for debt, cash, and investment management.
- ☐ Prepare annual budget.
- ☐ Administer the purchasing and procurement system.



By the Numbers

☐ Maintain accounting records for receipts, disbursements, and inventories.

☐ Number of vendor payments: 11,889

☐ Number of EFT payments: 3,000

☐ Number of virtual card payments: 1,889

☐ Number of liens processed: 641

☐ Prepare financial reports.

☐ Publish monthly financial report to website within 30 days of month end: 12



By the Numbers (cont'd)

- ❑ Administer centralized treasury for debt, cash, and investment management.
 - ❑ Total rate of return: 2.27%
 - ❑ Benchmark – TexPool: 2.35%

- ❑ Administer the purchasing and procurement system.
 - ❑ Processed purchase orders > \$3,000: 2,250
 - ❑ Number of P-card transactions: 6,900
 - ❑ Facilitated competitive bids: 25
 - ❑ Reviewed contracts/agreements and sole source: 250



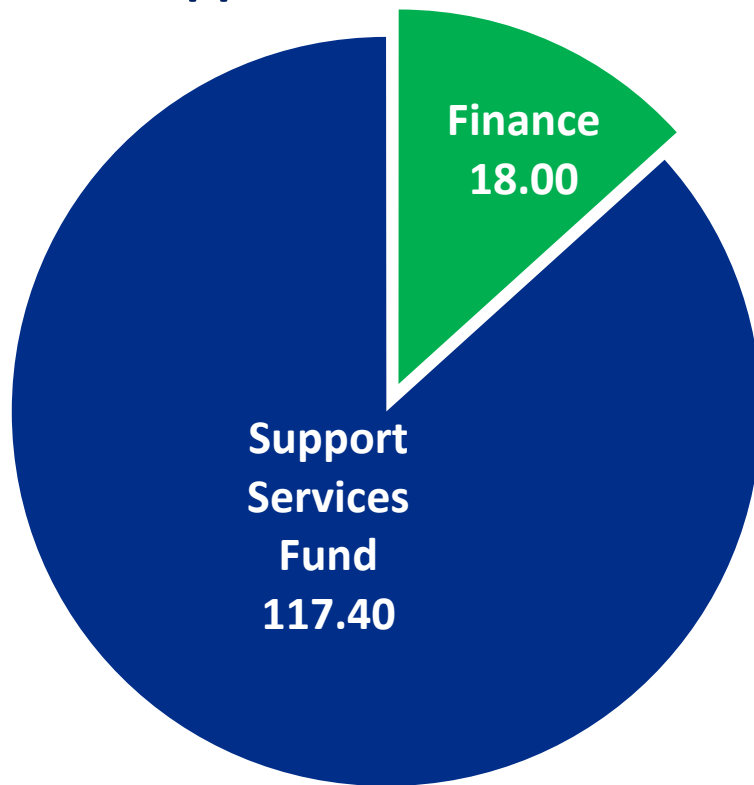
Goals for FY 2020

- ☐ Establish internal and external standard operating procedures for Finance processes.
- ☐ Provide timely financial reports for departments.
- ☐ Develop a comprehensive Equipment Replacement Schedule.
- ☐ Automate the purchase order and budget transfer process in conjunction with IT.
- ☐ Continue transitioning to a centralized purchasing system.
- ☐ Improve the inter-departmental billing process.



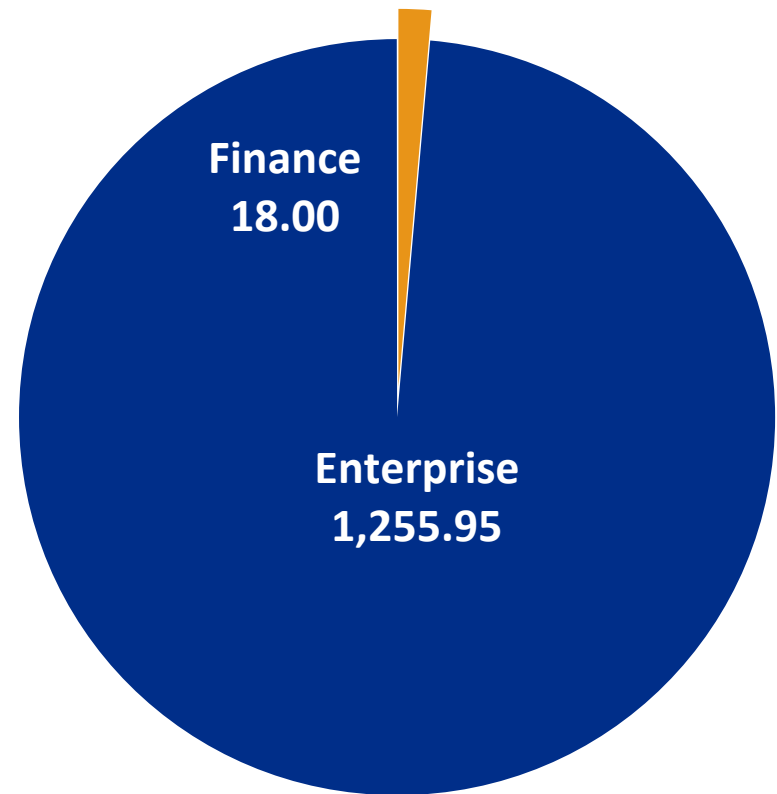
How Finance Fits in the Enterprise in FY 2020 – Staffing

13.29% of FTEs in Fund
FTEs in the
Support Services Fund



Finance FTEs = 18.00
Support Services Fund FTEs = 135.40

1.41% of FTEs in Enterprise
FTEs in All Funds

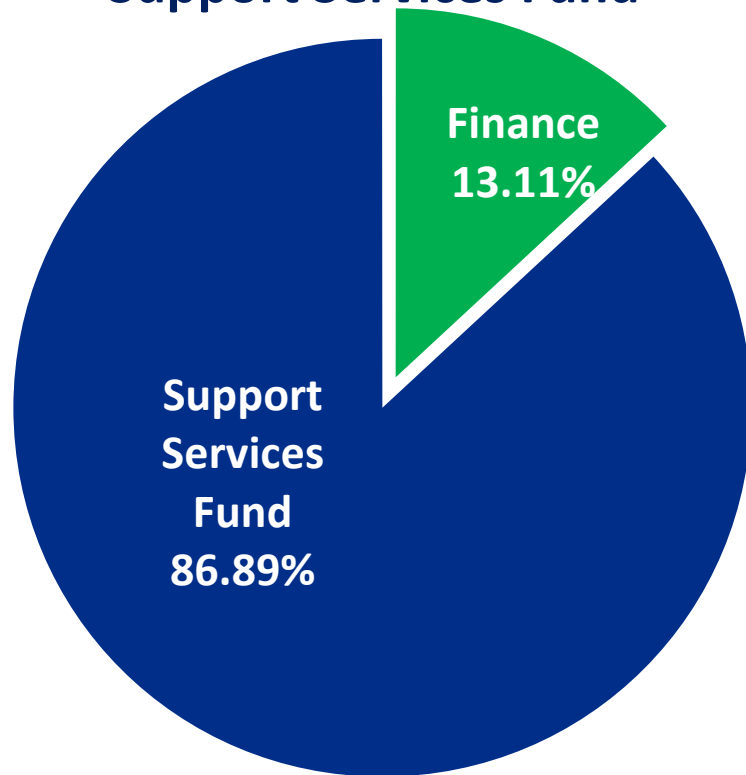


All Funds FTEs = 1,273.95

How Finance Fits in the Enterprise in FY 2020 – Budget

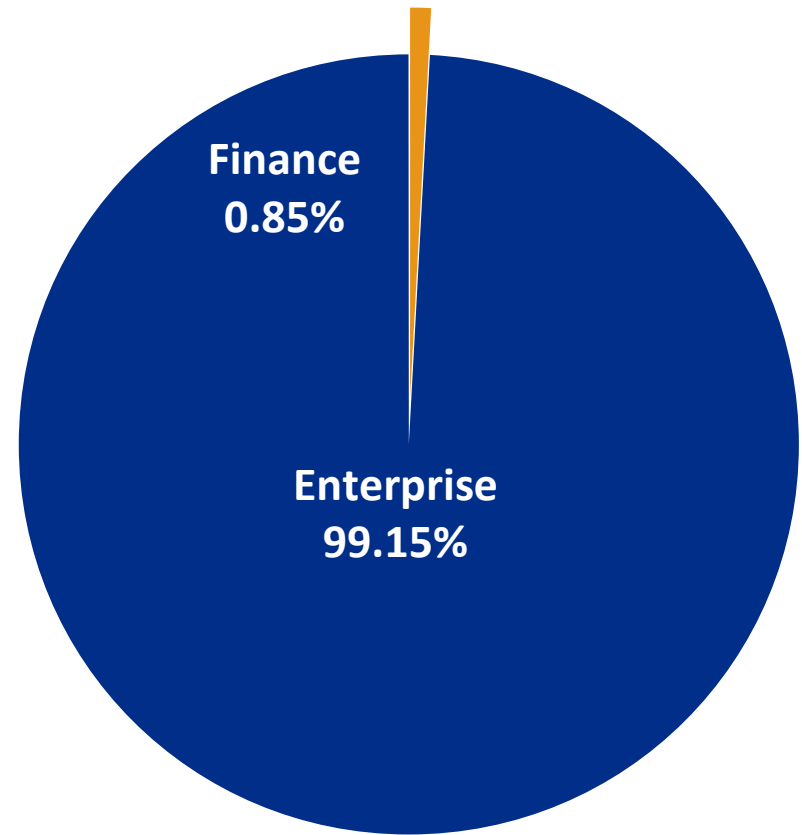
13.11% of Expenses in Fund

Expenses in the
Support Services Fund



0.85% of Expenses in Enterprise

Expenses in All Funds



Finance Expense = \$1,784,135
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	18.00	18.00	18.00

FY 2020

Reallocated a vacant position from another department to create an Accounting Specialist Supervisor.

Transferred Lien Collections Specialist to Code Enforcement.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	1,437,602	1,684,182	1,705,784	1,784,135
Total	\$ 1,437,602	\$ 1,684,182	\$ 1,705,784	\$ 1,784,135
=Base request				\$ 1,784,135
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 1,784,135



Finance by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EFN001	Maintain accounting records for receipts, disbursements, and inventories.	4.35	9,048.00	\$ 442,463	\$ 462,786
EFN002	Prepare financial reports.	1.45	3,016.00	251,273	262,815
EFN003	Monitor fiscal and performance compliance.	2.35	4,888.00	211,662	221,384
EFN004	Administer centralized treasury for debt, cash, and investment management.	1.55	3,224.00	140,934	147,407
EFN005	Prepare annual budget.	3.10	6,448.00	320,720	335,452
EFN006	Procure and dispose of vehicles and equipment.	5.20	10,816.00	338,732	354,291
		<u>18.00</u>	<u>37,440.00</u>	<u>\$ 1,705,784</u>	<u>\$ 1,784,135</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 1,161,879	\$ 1,247,590	\$ 1,251,129	\$ 1,350,995
• Materials & Supplies	81,539	149,194	102,273	148,815
• Contracts	194,184	287,398	315,882	239,698
• Capital Outlay	-	-	36,500	-
Total	\$ 1,437,602	\$ 1,684,182	\$ 1,705,784	\$ 1,739,508
=Base request				\$ 1,739,508
+Decision packages				44,627
=Total				\$ 1,784,135



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Transfer of position from another department.
- ☐ Transfer of Lien Collections Specialist to Code Enforcement.
- ☐ Mid-year market-based salary adjustments.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$44,627	\$0	\$44,627
Total Decision Packages		\$44,627	\$0	\$44,627



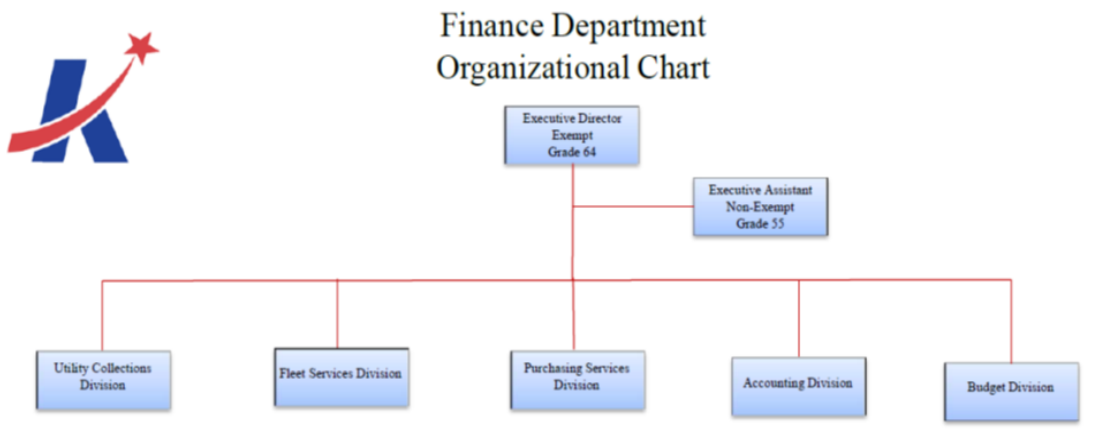
Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<i>Finance Administration:</i>				
Fiscal Clerk	2	\$38,621	\$0	\$38,621
<i>Accounting:</i>				
Accountant Grants/CIP	1	70,117	0	70,117
Total Decision Packages		\$108,738	\$0	\$108,738



City Manager's Comments

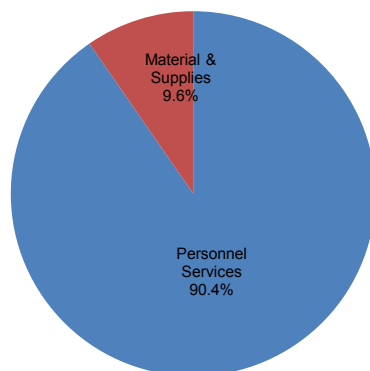




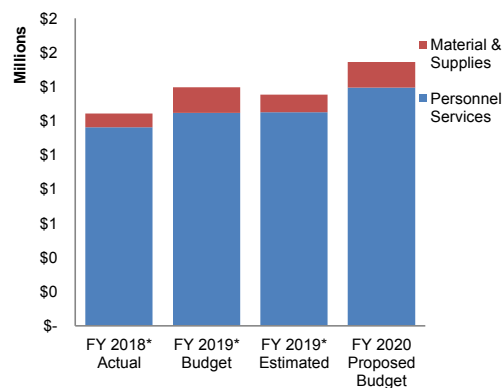
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
Procurement Card Rebates	\$ -	\$ -	\$ -	\$ -
General Resources	1,437,603	1,684,182	1,705,784	1,784,135
Total	\$ 1,437,603	\$ 1,684,182	\$ 1,705,784	\$ 1,784,135
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 1,161,879	\$ 1,247,590	\$ 1,251,129	\$ 1,395,622
Material & Supplies	81,541	149,194	102,273	148,815
Contracts	194,183	287,398	315,882	239,698
Capital Outlay	-	-	36,500	-
Total	\$ 1,437,603	\$ 1,684,182	\$ 1,705,784	\$ 1,784,135

Department Expenditures



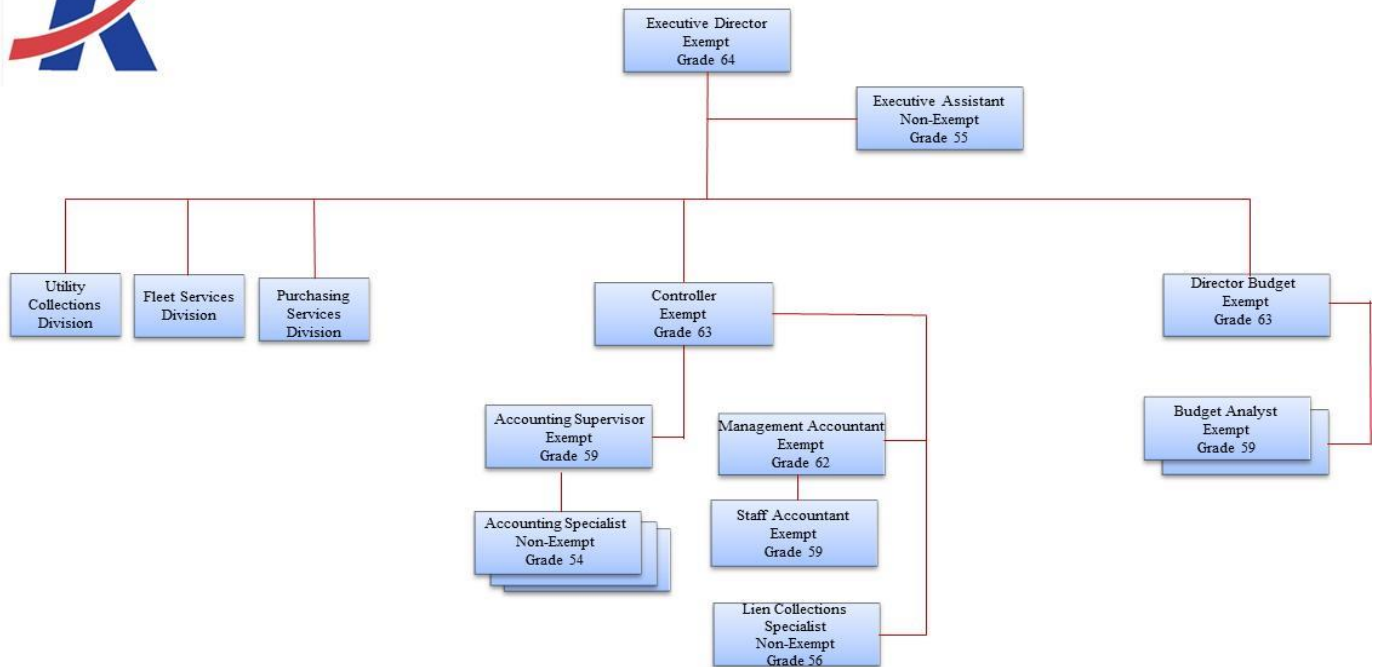
Department Expenditure History



*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.



Finance Department Organizational Chart



DIVISION MISSION STATEMENT

The Finance Department's mission is to support City departments by providing financial services which maintains the fiscal integrity of the City in a transparent manner.

MISSION ELEMENTS

- Maintain accounting records for receipts, disbursements, and inventories.
- Prepare financial reports.
- Monitor fiscal and performance compliance.
- Administer centralized treasury for debt, cash, and investment management.
- Prepare annual budget.
- Administer the purchasing and procurement system.

GOALS

- Establish internal and external standard operating procedures for Finance processes.
- Provide timely financial reports for departments.
- Develop a comprehensive Equipment Replacement Schedule.
- Automate the purchase order and budget transfer process in conjunction with IT.
- Continue transitioning to a centralized purchasing system.
- Improve the inter-departmental billing process.

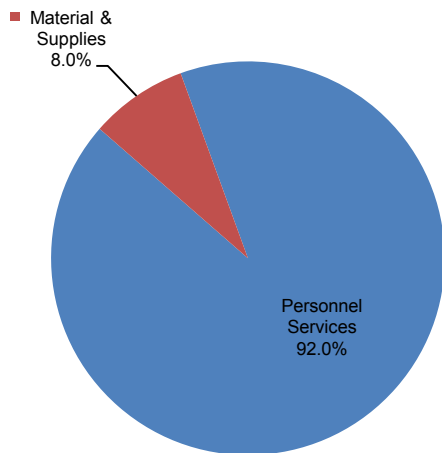
⁵ - Finance Department Reorganized in FY 2019

FINANCIAL INFORMATION

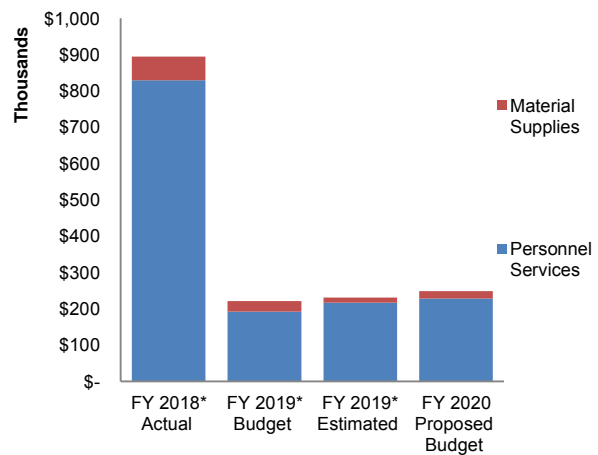
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 1,088,130	\$ 221,349	\$ 410,369	\$ 248,197
Total	<u>\$ 1,088,130</u>	<u>\$ 221,349</u>	<u>\$ 410,369</u>	<u>\$ 248,197</u>

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 829,068	\$ 192,284	\$ 216,754	\$ 228,278
Material & Supplies	65,557	28,965	14,011	19,919
Contracts	193,505	100	143,104	-
Capital Outlay	-	-	36,500	-
Total	<u>\$ 1,088,130</u>	<u>\$ 221,349</u>	<u>\$ 410,369</u>	<u>\$ 248,197</u>

Department Expenditures



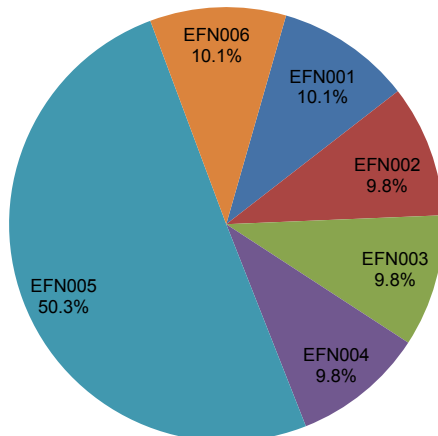
Department Expenditure History



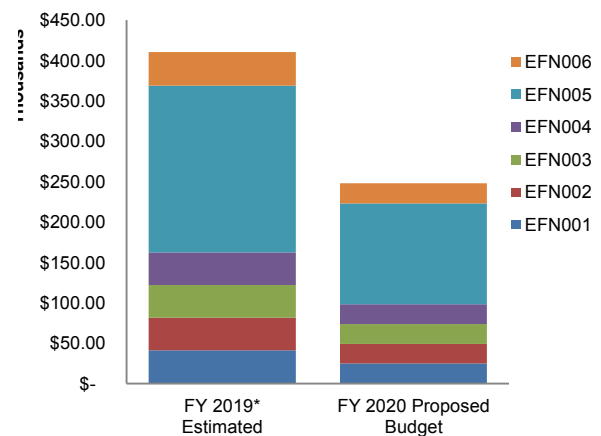
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
EFN001	Maintain accounting records for receipts, disbursements, and inventories.	0.20	416.00	\$ 41,273.83	\$ 24,963
EFN002	Prepare financial reports.	0.20	416.00	40,383	24,424
EFN003	Monitor fiscal and performance compliance.	0.20	416.00	40,383	24,424
EFN004	Administer centralized treasury for debt, cash, and investment management.	0.20	416.00	40,383	24,424
EFN005	Prepare annual budget.	1.00	2,080.00	206,366	124,813
EFN006	Administer the purchasing and procurement system.	0.20	416.00	41,581	25,149
		<u>2.00</u>	<u>4,160.00</u>	<u>\$ 410,369</u>	<u>\$ 248,197</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Executive Assistant
 Executive Director of Finance

Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
1.00	1.00	1.00
<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Finance Administration					
Personnel Services					
010-2010-415.40-05	FULL-TIME SALARIES	\$ 647,539	\$ 153,517	\$ 174,132	\$ -
010-2010-415.40-10	PART-TIME SALARIES	20,510	-	-	-
010-2010-415.40-25	LONGEVITY	2,376	768	713	-
010-2010-415.40-50	CAR ALLOWANCE	3,000	3,000	3,000	-
010-2010-415.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	-
010-2010-415.40-81	GROUP INSURANCE	40,291	-	-	-
010-2010-415.40-82	MEDICAL INSURANCE	-	4,941	5,438	-
010-2010-415.40-83	DENTAL INSURANCE	-	552	552	-
010-2010-415.40-84	LIFE INSURANCE	-	36	36	-
010-2010-415.40-85	RETIREMENT - TMRS	64,569	17,604	19,383	-
010-2010-415.40-87	SOCIAL SECURITY	49,641	8,913	10,209	-
010-2010-415.40-88	MEDICARE	-	2,085	2,388	-
010-2010-415.40-89	WORKERS COMPENSATION	1,143	268	303	-
610-2010-415.40-05	FULL-TIME SALARIES	-	-	-	182,150
610-2010-415.40-25	LONGEVITY	-	-	-	862
610-2010-415.40-50	CAR ALLOWANCE	-	-	-	3,000
610-2010-415.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-2010-415.40-82	MEDICAL INSURANCE	-	-	-	5,499
610-2010-415.40-83	DENTAL INSURANCE	-	-	-	551
610-2010-415.40-84	LIFE INSURANCE	-	-	-	38
610-2010-415.40-85	RETIREMENT - TMRS	-	-	-	22,040
610-2010-415.40-87	SOCIAL SECURITY	-	-	-	10,711
610-2010-415.40-88	MEDICARE	-	-	-	2,508
610-2010-415.40-89	WORKERS COMPENSATION	-	-	-	319
Personnel Services		829,068	192,284	216,754	228,278
Supplies					
010-2010-415.41-10	OFFICE	3,840	1,666	600	-
010-2010-415.41-15	POSTAGE/CARRIER SERVICE	3,646	200	105	-
010-2010-415.41-25	SUBSCRIPTION/PUBLICATIONS	1,479	725	525	-
010-2010-415.41-35	PRINT SUPPLIES	7,945	1,496	600	-
010-2010-415.41-40	COMPUTER SUPPLIES	1,474	476	200	-
010-2010-415.41-60	FOOD SUPPLIES	-	170	-	-
610-2010-415.41-10	OFFICE	-	-	-	1,475
610-2010-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	150
610-2010-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	910
610-2010-415.41-35	PRINT SUPPLIES	-	-	-	1,298
610-2010-415.41-40	COMPUTER SUPPLIES	-	-	-	478
610-2010-415.41-60	FOOD SUPPLIES	-	-	-	170
Supplies		18,384	4,733	2,030	4,481
Repair & Maintenance					
010-2010-415.43-10	SMALL EQUIP REPAIR	51	-	51	-
010-2010-415.43-50	MACHINERY	585	323	-	-
610-2010-415.43-50	MACHINERY	-	-	-	322
Repair & Maintenance		636	323	51	322

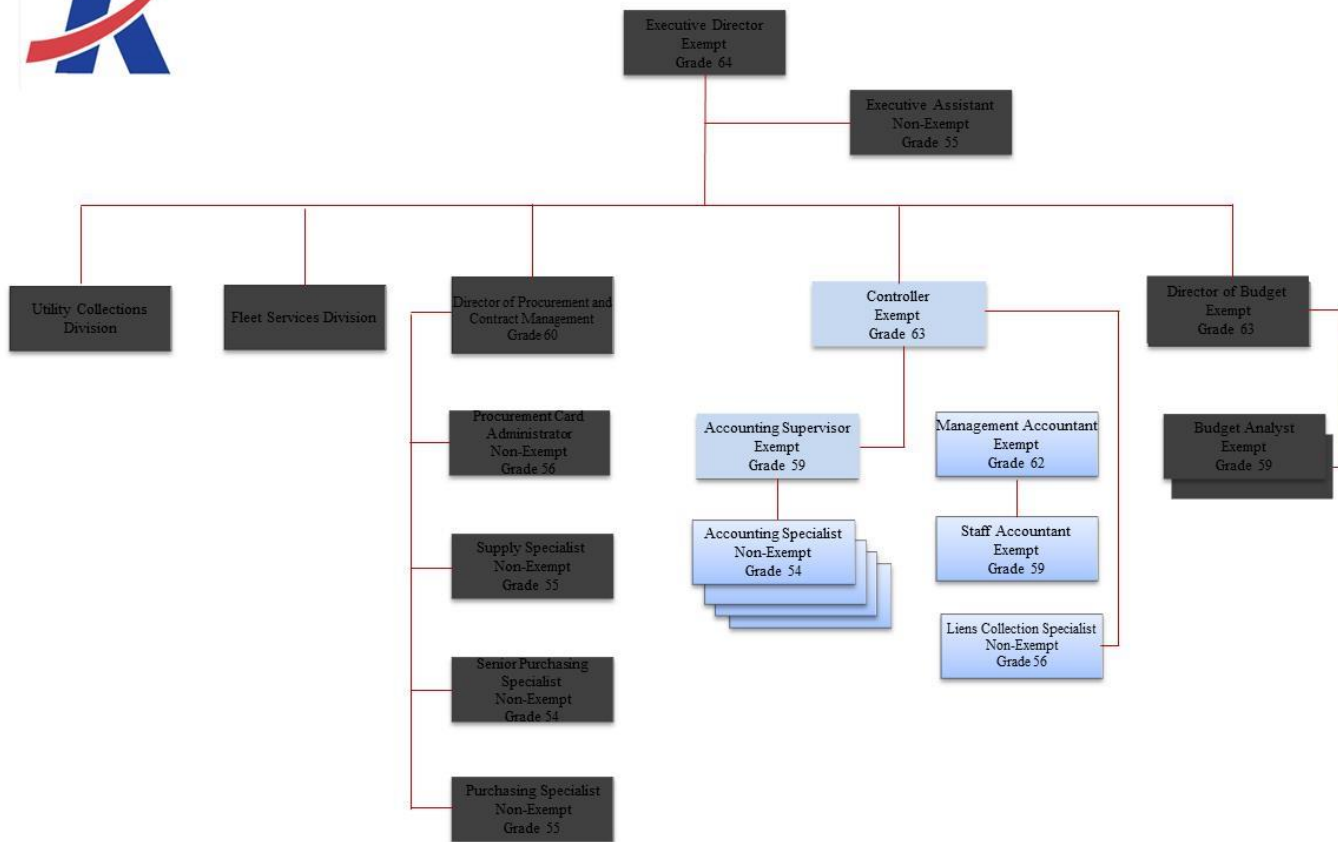
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Support Services					
010-2010-415.44-05	TELEPHONE	302	340	340	-
010-2010-415.44-10	EQUIPMENT RENTAL/LEASE	6,148	1,955	2,215	-
010-2010-415.44-19	MERCHANT FEES	1,744	-	-	-
010-2010-415.44-22	BANK SERVICES	\$ 2,515	\$ -	\$ -	\$ -
010-2010-415.44-25	LEGAL AND PUBLIC NOTICES	1,714	-	-	-
010-2010-415.44-30	TRAINING AND TRAVEL	13,065	6,352	3,600	-
010-2010-415.44-75	DUES AND MEMBERSHIPS	2,384	1,185	806	-
610-2010-415.44-05	TELEPHONE	-	-	-	715
610-2010-415.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	2,161
610-2010-415.44-30	TRAINING AND TRAVEL	-	-	-	5,250
610-2010-415.44-75	DUES AND MEMBERSHIPS	-	-	-	1,218
	Support Services	27,871	9,832	6,961	9,344
Minor Capital					
010-2010-415.46-40	COMPUTER EQUIP/SOFTWARE	7,941	14,077	4,969	-
010-2010-415.46-50	FURNITURE AND FIXTURES	10,723	-	-	-
610-2010-415.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	3,772
610-2010-415.46-50	FURNITURE AND FIXTURES	-	-	-	2,000
	Minor Capital	18,665	14,077	4,969	5,772
Professional Services					
010-2010-415.47-07	TESTING SERVICES	-	100	-	-
010-2010-415.47-30	ACCOUNTING SERVICES	55,064	-	-	-
	Professional Services	55,064	100	-	-
Designated Expenses					
010-2010-415.50-95	COLLECTION EXPENSE	138,441	-	143,104	-
	Designated Expenses	138,441	-	143,104	-
Capital Outlay					
010-2010-415.61-40	COMPUTER EQUIP/SOFTWARE	-	-	36,500	-
	Capital Outlay	-	-	36,500	-
	Finance Administration	\$ 1,088,130	\$ 221,349	\$ 410,369	\$ 248,197

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.



Accounting Division



DIVISION MISSION STATEMENT

The Accounting Division's mission is to support City departments in meeting their finance and accounting requirements, and to support the organization in maintaining the fiscal integrity of the City.

MISSION ELEMENTS

- Maintain accounting records for receipts, disbursements, and inventories.
- Prepare financial reports.
- Monitor fiscal and performance compliance.
- Administer centralized treasury for debt, cash, and investment management.

GOALS

- Establish internal and external standard operating procedures for Finance processes.
- Provide timely financial reports for departments.
- Develop a comprehensive Equipment Replacement Schedule.
- Improve the inter-departmental billing process.

⁵ - Finance Department Reorganized in FY 2019

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594
\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594

Expenditure Summary

Personnel Services

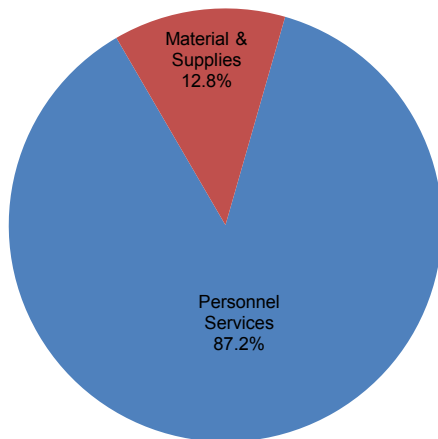
Material & Supplies

Contracts

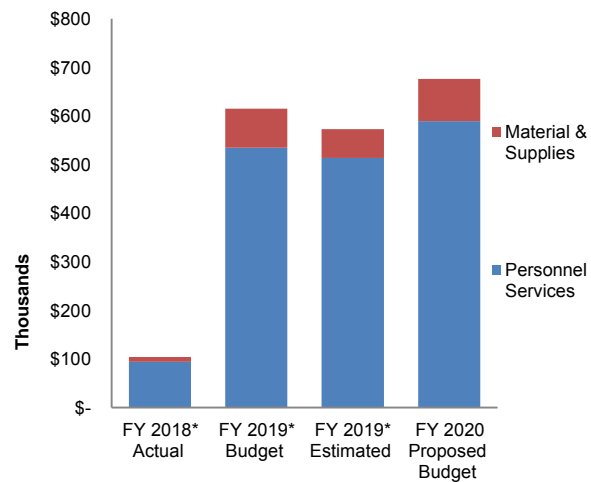
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 94,591	\$ 535,050	\$ 514,110	\$ 589,688
9,438	80,198	59,217	86,873
-	286,098	168,550	238,033
\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594

Department Expenditures



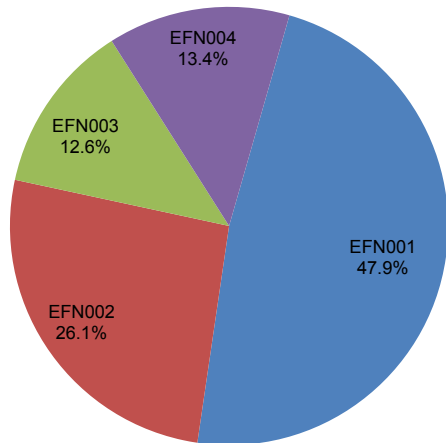
Department Expenditure History



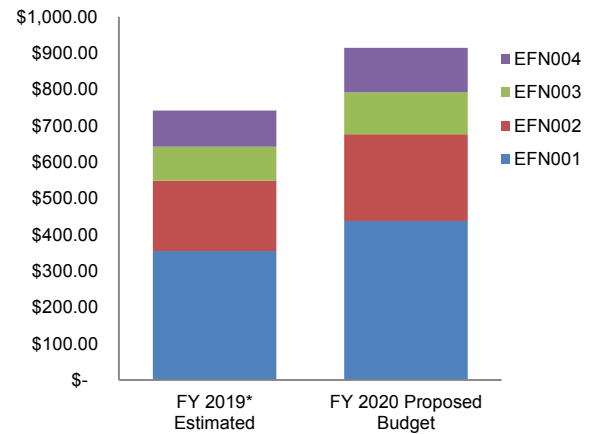
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
EFN001	Maintain accounting records for receipts, disbursements, and inventories.	4.15	8,632.00	\$ 355,142.08	\$ 437,823
EFN002	Prepare financial reports.	1.25	2,600.00	193,372	238,391
EFN003	Monitor fiscal and performance compliance.	1.25	2,600.00	93,605	115,397
EFN004	Administer centralized treasury for debt, cash, and investment management.	1.35	2,808.00	99,758	122,983
		<u>8.00</u>	<u>16,640.00</u>	<u>\$ 741,877</u>	<u>\$ 914,594</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Accounting Manager ¹	
Accounting Specialist	
Accounting Specialist Supervisor ²	
Accounting Supervisor ¹	
Controller	
Lien Collections Specialist ³	
Management Accountant ⁴	
Staff Accountant ⁴	
Total Staffing	

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
-	-	1.00
3.00	3.00	3.00
-	-	1.00
1.00	1.00	-
1.00	1.00	1.00
1.00	1.00	-
1.00	1.00	-
1.00	1.00	2.00
<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

¹ - In FY 2020, reclassified Accounting Supervisor to Accounting Manager

² - In FY 2020, added Accounting Specialist Supervisor

³ - In FY 2020, moved Lien Collections Specialist to Code Enforcement

⁴ - In FY 2019*, reclassified Management Accountant to Staff Accountant

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Accounting					
Personnel Services					
010-2020-415.40-05	FULL-TIME SALARIES	\$ 73,556	\$ 424,198	\$ 402,658	\$ -
010-2020-415.40-15	OVERTIME	4	-	81	-
010-2020-415.40-25	LONGEVITY	1,581	2,928	2,046	-
010-2020-415.40-70	VACATION-4TH WEEK BUYBK.	-	600	600	-
010-2020-415.40-81	GROUP INSURANCE	6,245	-	-	-
010-2020-415.40-82	MEDICAL INSURANCE	-	24,707	32,072	-
010-2020-415.40-83	DENTAL INSURANCE	-	2,206	1,907	-
010-2020-415.40-84	LIFE INSURANCE	-	144	135	-
010-2020-415.40-85	RETIREMENT - TMRS	7,432	47,691	44,014	-
010-2020-415.40-87	SOCIAL SECURITY	5,644	25,813	24,239	-
010-2020-415.40-88	MEDICARE	-	6,037	5,669	-
010-2020-415.40-89	WORKERS COMPENSATION	128	726	689	-
610-2020-415.40-05	FULL-TIME SALARIES	-	-	-	459,131
610-2020-415.40-25	LONGEVITY	-	-	-	2,568
610-2020-415.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-2020-415.40-82	MEDICAL INSURANCE	-	-	-	35,702
610-2020-415.40-83	DENTAL INSURANCE	-	-	-	1,930
610-2020-415.40-84	LIFE INSURANCE	-	-	-	145
610-2020-415.40-85	RETIREMENT - TMRS	-	-	-	54,597
610-2020-415.40-87	SOCIAL SECURITY	-	-	-	27,742
610-2020-415.40-88	MEDICARE	-	-	-	6,487
610-2020-415.40-89	WORKERS COMPENSATION	-	-	-	786
Personnel Services		94,591	535,050	514,110	589,688
Supplies					
010-2020-415.41-10	OFFICE	-	2,667	2,673	-
010-2020-415.41-15	POSTAGE	476	4,730	3,861	-
010-2020-415.41-25	SUBSCRIPTION/PUBLICATIONS	119	2,551	1,691	-
010-2020-415.41-35	PRINT SUPPLIES	15	4,047	4,047	-
010-2020-415.41-40	COMPUTER SUPPLIES	-	462	200	-
010-2020-415.41-60	FOOD SUPPLIES	-	165	165	-
610-2020-415.41-10	OFFICE	-	-	-	3,076
610-2020-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	4,440
610-2020-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	2,604
610-2020-415.41-35	PRINT SUPPLIES	-	-	-	4,584
610-2020-415.41-40	COMPUTER SUPPLIES	-	-	-	500
610-2020-415.41-60	FOOD SUPPLIES	-	-	-	200
610-2020-415.41-70	CLEANING SUPPLIES	-	-	-	300
Supplies		610	14,622	12,637	15,704
Repair & Maintenance					
010-2020-415.42-43	COMPUTER MAINTENANCE	-	3,405	4,921	-
010-2020-415.43-50	MACHINERY	-	1,364	1,033	-
610-2020-415.42-43	COMPUTER/SOFTWARE MAINT	-	-	-	25,750
610-2020-415.43-50	MACHINERY	-	-	-	1,564

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
	Repair & Maintenance	-	4,769	5,954	27,314

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Support Services					
010-2020-415.44-05	TELEPHONE	\$ -	\$ 330	\$ 40	\$ -
010-2020-415.44-10	EQUIPMENT RENTAL/LEASE	-	1,898	1,900	-
010-2020-415.44-19	MERCHANT FEES	769	13,280	3,000	-
010-2020-415.44-22	BANK SERVICES	-	4,100	3,000	-
010-2020-415.44-25	LEGAL AND PUBLIC NOTICES	8,019	23,575	13,751	-
010-2020-415.44-30	TRAINING AND TRAVEL	40	6,949	6,949	-
010-2020-415.44-75	DUES AND MEMBERSHIPS	-	3,765	3,092	-
610-2020-415.44-05	TELEPHONE	-	-	-	330
610-2020-415.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	2,100
610-2020-415.44-19	MERCHANT FEES	-	-	-	3,750
610-2020-415.44-22	BANK SERVICES	-	-	-	4,100
610-2020-415.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	15,251
610-2020-415.44-30	TRAINING AND TRAVEL	-	-	-	8,377
610-2020-415.44-75	DUES AND MEMBERSHIPS	-	-	-	3,037
Support Services		8,828	53,897	31,732	36,945
Minor Capital					
010-2020-415.46-40	COMPUTER EQUIP/SOFTWARE	-	-	2,500	-
010-2020-415.46-50	FURNITURE AND FIXTURES	-	6,910	6,394	-
610-2020-415.46-50	FURNITURE AND FIXTURES	-	-	-	6,910
Minor Capital		-	6,910	8,894	6,910
Professional Services					
010-2020-415.47-01	CONSULTING	-	500	-	-
010-2020-415.47-07	TESTING SERVICES	-	100	-	-
010-2020-415.47-30	ACCOUNTING SERVICES	-	100,600	23,550	-
610-2020-415.47-01	CONSULTING	-	-	-	500
610-2020-415.47-07	TESTING SERVICES	-	-	-	400
610-2020-415.47-30	ACCOUNTING SERVICES	-	-	-	82,133
Professional Services		-	101,200	23,550	83,033
Designated Expenses					
010-2020-415.50-95	COLLECTION EXPENSE	-	184,898	145,000	-
610-2020-415.50-95	COLLECTION EXPENSE	-	-	-	155,000
Designated Expenses		-	184,898	145,000	155,000
Accounting		\$ 104,029	\$ 901,346	\$ 741,877	\$ 914,594

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element 1: Maintain accounting records for receipts, disbursements, and inventories.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Close accounting period in a timely manner.	24	20 days	15	20	15	20	15
Pay invoices within 8 days of receipt by Finance.	1,805	100%	100%	95%	100%	100%	100%
Pay invoices within 30 days of receipt by City.	1,805	100%	100%	95%	100%	90%	95%
Reconcile inventories monthly.	96	100%	100%	84%	100%	80%	100%
Reduce the number of Accounts Payable checks issued.	360	5,857	5,271	8,620	8,245	7,860	7,000
Increase the number of electronic funds transfer and virtual card payments.	412	2,939	3,810	2,620	3,998	3,659	4,889
Post entries to the General Ledger	512	18,378	17,830	12,522	13,495	16,770	15,540
Review and recommend payment amounts for Arts Commission grantees.	200	10	10	11	9	14	10

Mission Element 2: Prepare financial reports.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Submit CAFR to GFOA by deadline.	1	1	1	1	1	1	1
Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.	N/A	1	1	1	1	1	1
Submit draft monthly financial report to City Manager within 5 days.	648	12/year	12	8	12	8	12
Publish monthly financial report to website within 30 days of month end.	1,128	12/year	12	8	12	6	12
Transparency portal updated within 15 days of month-end.	80	12	12	100%	100%	100%	100%
Submit quarterly status report to City Manager within 30 days.	320	4	4	4	4	4	4

Mission Element 3: Monitor fiscal and performance compliance.**Operational Targets:** Essential department functions within the mission element.

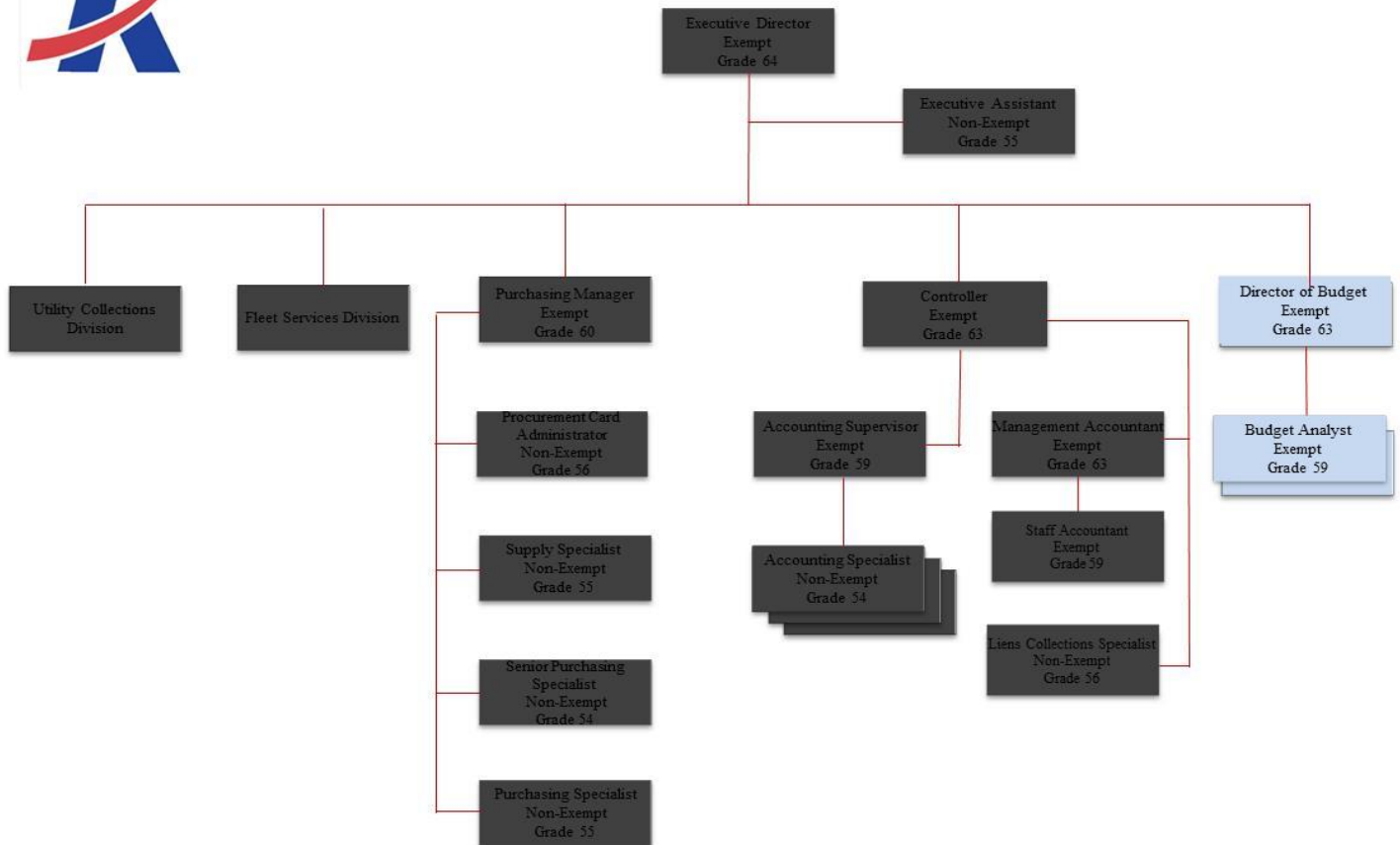
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Implement approved management policies document.	120	1	1	1	1	1	1
Finalize financial standard operating procedures document.	120	1	1	1	0	1	1

Mission Element 4: Administer centralized treasury for debt, cash, and investment management.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Build a certificate of deposit ladder.	6	15	18	16	18	20	20
Maintain money market and investment pool accounts.	230	5	5	5	5	5	5
Reconcile financial accounts monthly.	1,500	10	10	10	10	12	12
Prepare monthly investment reports.	560	24	24	24	24	24	24
Reduce debt rate to 25% of tax rate	N/A	N/A	25%	34%	25%	29%	25%



Budget Division



DIVISION MISSION STATEMENT

The Budget Division's mission is to support City departments in the creation of an annual budget, and to ensure compliance with the adopted budget.

MISSION ELEMENTS

- Prepare annual budget.
- Monitor fiscal and performance compliance.

GOALS

- Establish internal and external standard operating procedures for Finance processes.
- Provide timely financial reports for departments.
- Automate the budget transfer process in conjunction with IT.

⁵ - Finance Department Reorganized in FY 2019

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ -	\$ 244,546	\$ 240,712	\$ 292,202
\$ -	\$ 244,546	\$ 240,712	\$ 292,202

Expenditure Summary

Personnel Services

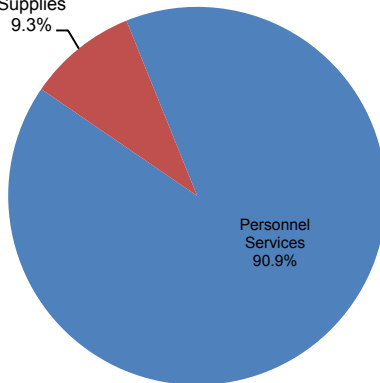
Material & Supplies

Contracts

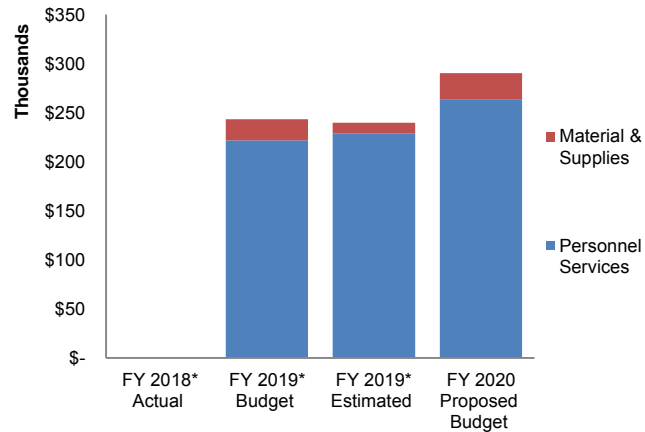
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ -	\$ 222,019	\$ 229,179	\$ 263,418
-	21,327	10,833	27,119
-	1,200	700	1,665
\$ -	\$ 244,546	\$ 240,712	\$ 292,202

Department Expenditures



Department Expenditure History



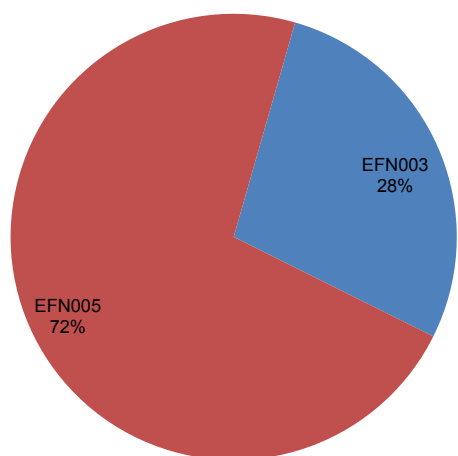
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

**SUPPORT SERVICES
BUDGET DIVISION ⁵**

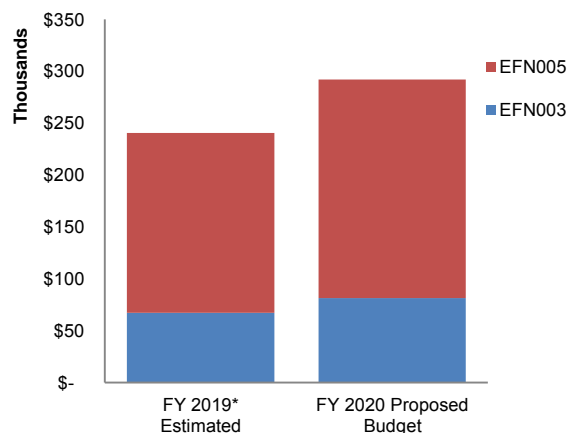
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
EFN003	Monitor fiscal and performance compliance.	0.90	1,872.00	\$ 67,190	\$ 81,563
EFN005	Prepare annual budget.	2.10	4,368.00	173,522	210,639
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 240,712</u>	<u>\$ 292,202</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Budget Analyst
Director of Budget and Research
Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
2.00	2.00	2.00
1.00	1.00	1.00
<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Budget					
Personnel Services					
010-2025-415.40-05	FULL-TIME SALARIES	\$ -	\$ 173,264	\$ 181,927	\$ -
010-2025-415.40-25	LONGEVITY	-	288	148	-
010-2025-415.40-82	MEDICAL INSURANCE	-	14,824	13,177	-
010-2025-415.40-83	DENTAL INSURANCE	-	827	735	-
010-2025-415.40-84	LIFE INSURANCE	-	54	48	-
010-2025-415.40-85	RETIREMENT - TMRS	-	19,351	19,852	-
010-2025-415.40-87	SOCIAL SECURITY	-	10,630	10,521	-
010-2025-415.40-88	MEDICARE	-	2,486	2,461	-
010-2025-415.40-89	WORKERS COMPENSATION	-	295	310	-
610-2025-415.40-05	FULL-TIME SALARIES	-	-	-	206,289
610-2025-415.40-25	LONGEVITY	-	-	-	288
610-2025-415.40-82	MEDICAL INSURANCE	-	-	-	16,494
610-2025-415.40-83	DENTAL INSURANCE	-	-	-	827
610-2025-415.40-84	LIFE INSURANCE	-	-	-	54
610-2025-415.40-85	RETIREMENT - TMRS	-	-	-	24,397
610-2025-415.40-87	SOCIAL SECURITY	-	-	-	11,928
610-2025-415.40-88	MEDICARE	-	-	-	2,790
610-2025-415.40-89	WORKERS COMPENSATION	-	-	-	351
	Personnel Services	-	222,019	229,179	263,418
Supplies					
010-2025-415.41-10	OFFICE	-	1,717	250	-
010-2025-415.41-15	POSTAGE/CARRIER SERVICE	-	169	50	-
010-2025-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	711	249	-
010-2025-415.41-35	PRINT SUPPLIES	-	2,752	2,752	-
010-2025-415.41-40	COMPUTER SUPPLIES	-	462	50	-
010-2025-415.41-60	FOOD SUPPLIES	-	165	-	-
610-2025-415.41-10	OFFICE	-	-	-	1,717
610-2025-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	169
610-2025-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	762
610-2025-415.41-35	PRINT SUPPLIES	-	-	-	2,752
610-2025-415.41-40	COMPUTER SUPPLIES	-	-	-	462
610-2025-415.41-60	FOOD SUPPLIES	-	-	-	165
	Supplies	-	5,976	3,351	6,027
Repair & Maintenance					
010-2025-415.43-50	MACHINERY	-	314	314	-
610-2025-415.42-43	COMPUTER/SOFTWARE MAINT	-	-	-	11,250
610-2025-415.43-50	MACHINERY	-	-	-	314
	Repair & Maintenance	-	314	314	11,564
Support Services					
010-2025-415.44-05	TELEPHONE	-	330	70	-
010-2025-415.44-10	EQUIPMENT RENTAL/LEASE	-	1,898	1,898	-
010-2025-415.44-25	LEGAL AND PUBLIC NOTICES	-	2,750	2,750	-

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
010-2025-415.44-30	TRAINING AND TRAVEL	-	2,699	2,000	-
010-2025-415.44-75	DUES AND MEMBERSHIPS	-	450	450	-
610-2025-415.44-05	TELEPHONE	-	-	-	330
610-2025-415.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	1,898
610-2025-415.44-25	LEGAL AND PUBLIC NOTICES	\$ -	\$ -	\$ -	\$ 2,750
610-2025-415.44-30	TRAINING AND TRAVEL	-	-	-	3,100
610-2025-415.44-75	DUES AND MEMBERSHIPS	-	-	-	450
	Support Services	<u>-</u>	<u>8,127</u>	<u>7,168</u>	<u>8,528</u>
	Minor Capital				
010-2025-415.46-50	FURNITURE AND FIXTURES	-	6,910	-	-
610-2025-415.46-50	FURNITURE AND FIXTURES	-	-	-	1,000
	Minor Capital	<u>-</u>	<u>6,910</u>	<u>-</u>	<u>1,000</u>
	Professional Services				
010-2025-415.47-01	CONSULTING	-	500	-	-
010-2025-415.47-07	TESTING SERVICES	-	100	150	-
010-2025-415.47-30	ACCOUNTING SERVICES	-	600	550	-
610-2025-415.47-01	CONSULTING	-	-	-	500
610-2025-415.47-07	TESTING SERVICES	-	-	-	500
610-2025-415.47-30	ACCOUNTING SERVICES	-	-	-	665
	Professional Services	<u>-</u>	<u>1,200</u>	<u>700</u>	<u>1,665</u>
	Budget	<u>\$ -</u>	<u>\$ 244,546</u>	<u>\$ 240,712</u>	<u>\$ 292,202</u>

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element: Prepare annual budget.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Deliver budget to City Council on time in accordance with the budget calendar.	5,888	1	1	1	1	1	1
Receive the GFOA Distinguished Budget Presentation award.	500	1	1	1	1	1	1
Create and implement CIP project code reporting.	300	30	30	45	50	50	50

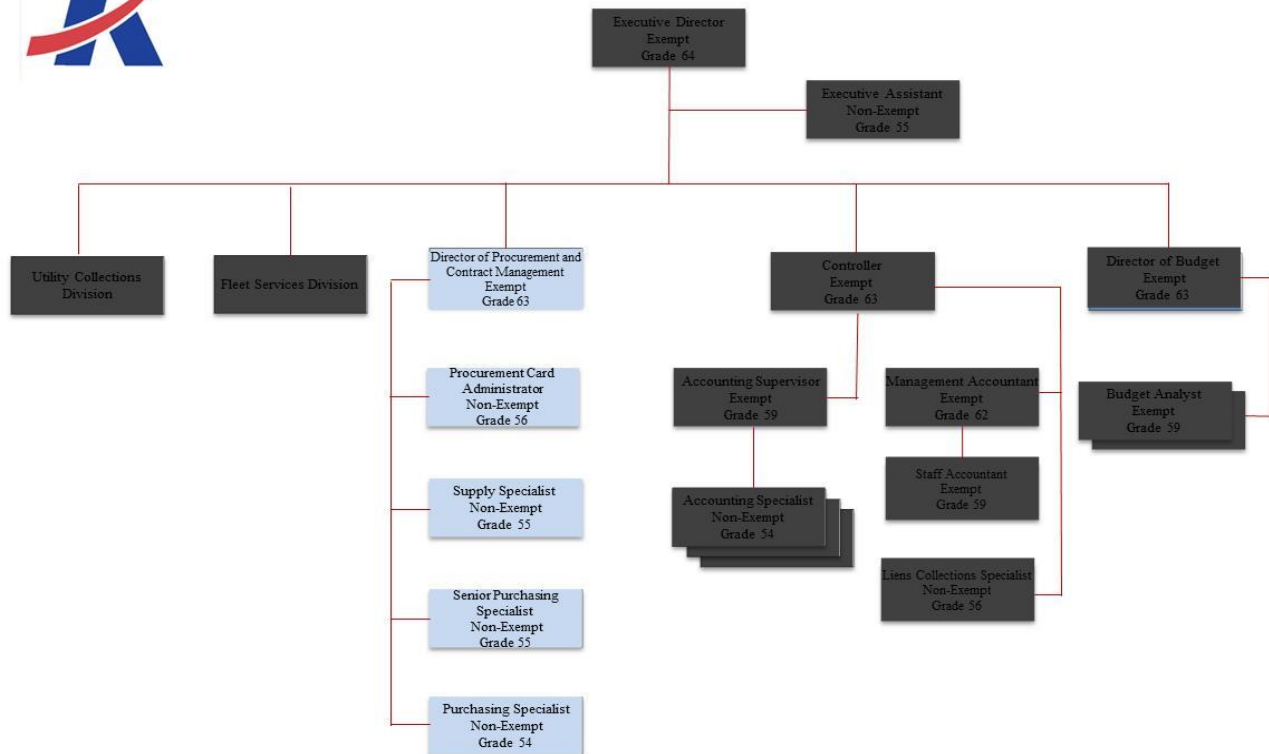
Mission Element: Monitor fiscal and performance compliance.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Create budget standard operating procedures document.	100	1	1	1	1	In progress	1
Deliver department monthly budget reports within 15 days.	100	12	12	2	12	0	12
Update monthly key performance indicators.	100	12	12	12	12	12	12
Process budget transfers (annual number).	225	450	450	575	400	600	500
Process budget amendments (annual number).	300	18	15	15	10	5	10
Review procurement routing slips (annual number).	0	150	150	Moved to Accounting	Moved to Accounting	Moved to Accounting	Moved to Accounting
Review purchase orders over \$25,000 (annual number).	0	150	150	Moved to Accounting	Moved to Accounting	Moved to Accounting	Moved to Accounting
Review Legistar items (annual number).	100	50	50	50	50	80	80



Purchasing Services Division



DIVISION MISSION STATEMENT

The Purchasing Services Division's mission is to support City departments by providing procurement services which ensures the City receives the best value on purchases, while following applicable regulations and policies.

MISSION ELEMENTS

- Administer the purchasing and procurement system.

GOALS

- Establish internal and external standard operating procedures for Finance processes.
- Automate the purchase order process in conjunction with IT.
- Continue transitioning to a centralized purchasing system.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
245,444	316,941	312,826	329,142
\$ 245,444	\$ 316,941	\$ 312,826	\$ 329,142

Expenditure Summary

Personnel Services

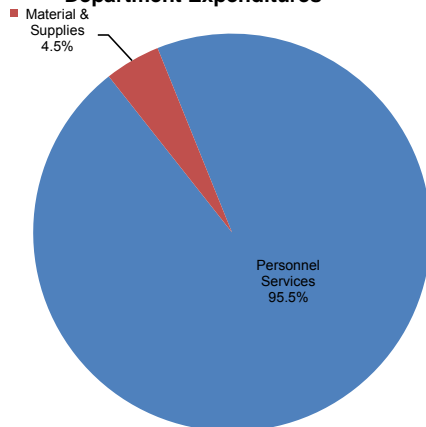
Material & Supplies

Contracts

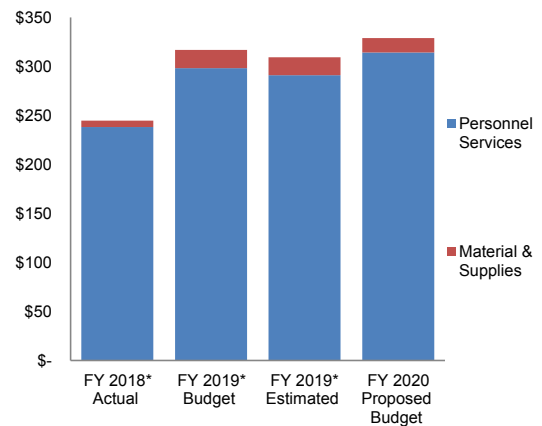
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 238,220	\$ 298,237	\$ 291,086	\$ 314,238
6,546	18,704	18,212	14,904
679	-	3,528	-
\$ 245,444	\$ 316,941	\$ 312,826	\$ 329,142

Department Expenditures



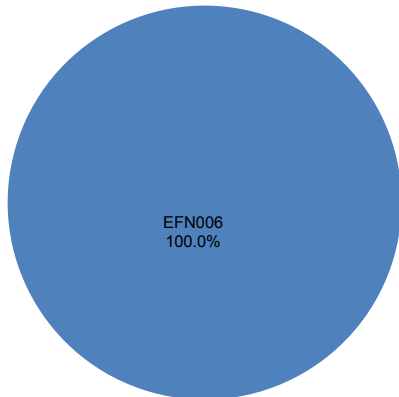
Department Expenditure History



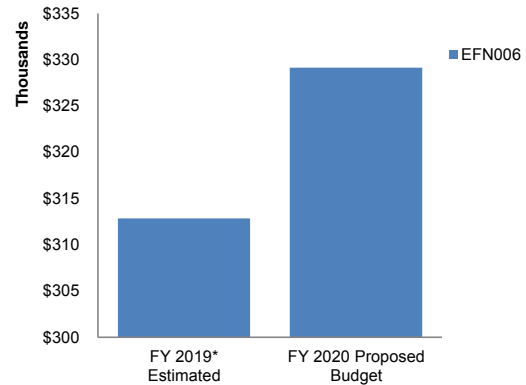
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
EFN006	Administer the purchasing and procurement system.	5.00	10,400.00	\$ 312,826	\$ 329,142
		<u>5.00</u>	<u>10,400.00</u>	<u>\$ 312,826</u>	<u>\$ 329,142</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Buyer	-	-	2.00
Director of Purchasing & Contract Mgmt. ¹	-	1.00	1.00
Procurement Card Administrator	1.00	1.00	-
Purchasing Manager ¹	1.00	-	1.00
Purchasing Specialist	1.00	1.00	-
Senior Buyer	-	-	1.00
Senior Purchasing Specialist	1.00	1.00	-
Supply Specialist	1.00	1.00	-
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

¹ - In FY 2018*, reclassified Purchasing Manager to Director of Purchasing & Contract Mgmt.

² - In FY 2020, reclassified Purchasing Specialist and Supply Specialist to Buyers, Procurement Card Admin to Senior Buyer, and Senior Purchasing Specialist to Purchasing Manager

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Purchasing					
Personnel Services					
010-2030-415.40-05	FULL-TIME SALARIES	\$ 186,637	\$ 230,995	\$ 225,916	\$ -
010-2030-415.40-15	OVERTIME	59	-	-	-
010-2030-415.40-25	LONGEVITY	1,723	2,064	1,861	-
010-2030-415.40-81	GROUP INSURANCE	16,690	-	-	-
010-2030-415.40-82	MEDICAL INSURANCE	-	19,765	19,765	-
010-2030-415.40-83	DENTAL INSURANCE	-	1,379	1,379	-
010-2030-415.40-84	LIFE INSURANCE	-	90	90	-
010-2030-415.40-85	RETIREMENT - TMRS	18,650	25,986	24,764	-
010-2030-415.40-87	SOCIAL SECURITY	14,140	14,233	13,714	-
010-2030-415.40-88	MEDICARE	-	3,329	3,207	-
010-2030-415.40-89	WORKERS COMPENSATION	321	396	390	-
610-2030-415.40-05	FULL-TIME SALARIES	-	-	-	241,245
610-2030-415.40-25	LONGEVITY	-	-	-	2,256
610-2030-415.40-82	MEDICAL INSURANCE	-	-	-	21,992
610-2030-415.40-83	DENTAL INSURANCE	-	-	-	1,379
610-2030-415.40-84	LIFE INSURANCE	-	-	-	90
610-2030-415.40-85	RETIREMENT - TMRS	-	-	-	28,758
610-2030-415.40-87	SOCIAL SECURITY	-	-	-	14,673
610-2030-415.40-88	MEDICARE	-	-	-	3,431
610-2030-415.40-89	WORKERS COMPENSATION	-	-	-	414
Personnel Services		238,220	298,237	291,086	314,238
Supplies					
010-2030-415.41-10	OFFICE	582	2,500	2,400	-
010-2030-415.41-15	POSTAGE/CARRIER SERVICE	21	50	35	-
010-2030-415.41-20	UNIFORMS AND CLOTHING	157	330	330	-
010-2030-415.41-25	SUBSCRIPTION/PUBLICATIONS	146	146	146	-
010-2030-415.41-35	PRINT SUPPLIES	1,036	2,120	1,810	-
010-2030-415.41-40	COMPUTER SUPPLIES	365	367	300	-
010-2030-415.41-60	FOOD SUPPLIES	-	-	98	-
610-2030-415.41-10	OFFICE	-	-	-	2,160
610-2030-415.41-15	POSTAGE/CARRIER SERVICE	-	-	-	50
610-2030-415.41-20	UNIFORMS AND CLOTHING	-	-	-	330
610-2030-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	146
610-2030-415.41-35	PRINT SUPPLIES	-	-	-	1,120
610-2030-415.41-40	COMPUTER SUPPLIES	-	-	-	180
610-2030-415.41-60	FOOD SUPPLIES	-	-	-	125
Supplies		2,308	5,513	5,119	4,111
Repair & Maintenance					
010-2030-415.42-43	COMPUTER MAINTENANCE	-	500	300	-
Repair & Maintenance		-	500	300	-
Support Services					
010-2030-415.44-05	TELEPHONE	483	725	700	-

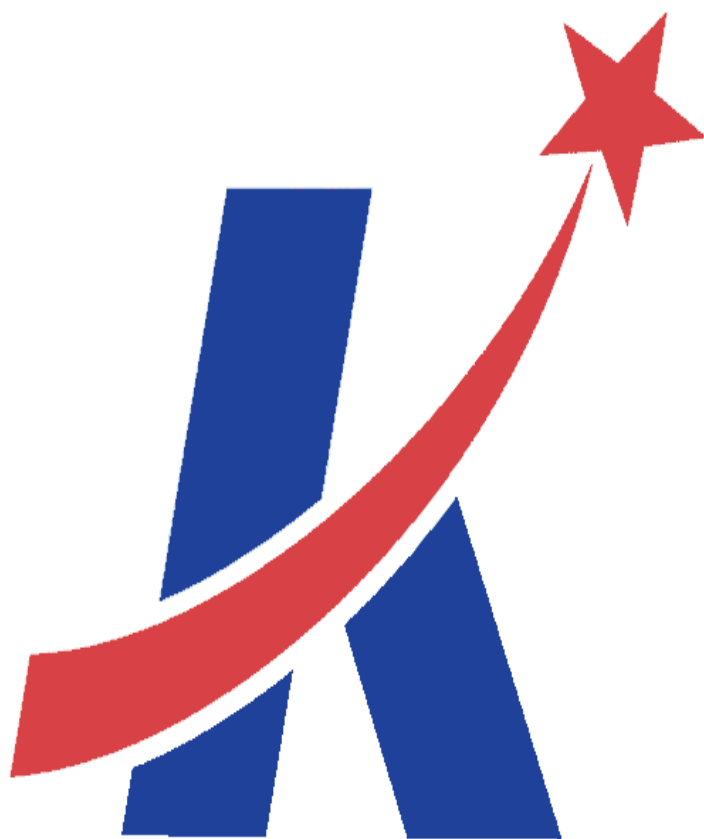
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
010-2030-415.44-10	EQUIPMENT RENTAL/LEASE	2,197	3,100	3,000	-
010-2030-415.44-25	LEGAL AND PUBLIC NOTICES	-	1,000	1,000	-
010-2030-415.44-30	TRAINING AND TRAVEL	-	6,000	6,000	-
010-2030-415.44-75	DUES AND MEMBERSHIPS	1,178	1,866	1,783	-
610-2030-415.44-05	TELEPHONE	-	-	-	600
610-2030-415.44-10	EQUIPMENT RENTAL/LEASE	\$ -	\$ -	\$ -	\$ 2,800
610-2030-415.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	500
610-2030-415.44-30	TRAINING AND TRAVEL	-	-	-	5,000
610-2030-415.44-75	DUES AND MEMBERSHIPS	-	-	-	1,893
	Support Services	3,858	12,691	12,483	10,793
	Minor Capital				
010-2030-415.46-50	FURNITURE AND FIXTURES	380	-	310	-
	Minor Capital	380	-	310	-
	Professional Services				
010-2030-415.47-01	CONSULTING	679	-	3,528	-
	Professional Services	679	-	3,528	-
	Purchasing	\$ 245,444	\$ 316,941	\$ 312,826	\$ 329,142

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Mission Element 1: Administer the Purchasing and Procurement System.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Create purchasing standard operating procedures document.	393	1	1	1	1	1	1
Transition departments to centralized purchasing.	180	4	4	4	4	4	8
Process POs > \$3,000.	1,410	2,387	2,500	1,300	1,500	1,450	1,500
Reduce manual POs processed.		295	200	0	0	0	0
Process change orders.	1,710	479	500	500	500	752	525
Facilitate competitive bids.	780	10	12	14	16	15	15
Manage RFPs.	394	0	6	3	3	6	5
Manage RFQs.	694	8	8	3	3	4	3
Issue P-cards.	104	54	20	17	20	20	15
Cancel P-cards.	260	132	60	108	24	17	12
Update/change P-cards.	260	69	30	25	25	13	13
Review department P-card approval lists (annual number).	163	1,639	1,000	1,495	1,500	1,186	1,200
Review P-card transactions (annual number).	1,293	12,647	10,000	6,300	6,500	8,874	8,500
Review contracts (annual number).	656	189	200	140	145	154	150
Review Sole Sourced requests (annual number).	356	38	35	36	38	13	20
Add vendor files (annual number).	1,560	482	400	354	350	525	500
Update vendor files (annual number).	1,560	188	150	410	300	525	500





Finance – Fleet Services





FY 2020 Proposed Budget Presentation

Fund: Fleet Services

Internal Service Fund

Department: Finance

Division: Fleet Services

Mission

To procure vehicles and equipment; manage and maintain fleet assets; and provide fueling operations.



Mission Elements

- ☐ Procure and dispose of vehicles and equipment.
- ☐ Manage and maintain the fleet.
- ☐ Manage fueling operations.



By the Numbers

❑ Equipment Inventory:	1,081
❑ On-Road:	675
❑ Off-Road:	261
❑ Trailers, Attachments:	145
❑ Annual Miles Driven:	4,972,739
❑ Annual Hours Operated:	74,936
❑ Equipment Additions/Disposals:	
❑ Equipment purchased:	119
❑ Equipment auctioned:	85
❑ Work Orders Completed:	4,733
❑ Fuel:	
❑ Unleaded gallons purchased:	354,240
❑ Diesel gallons purchased	383,760
❑ Average on-road fleet age = 9.7 years old. (industry average = 7.7)	



By the Numbers – Stats

YTD Maintenance & Repair, Accidents, and Miles Driven Report

	Maint and Repair	Maint and Repair	Maint and Repair	Accidents	Accidents	Accidents	Miles	Miles	Miles
	June 2016 to	June 2017 to	June 2018 to	June 2016 to	June 2017 to	June 2018 to	June 2016 to	June 2017 to	June 2018 to
Fund	May 2017	May 2018	May 2019	May 2017	May 2018	May 2019	May 2017	May 2018	May 2019
General Fund	\$ 925,885.42	\$ 1,030,897.10	\$ 1,123,623.70	\$ 70,782.65	\$ 79,314.57	\$ 77,110.78	3,412,692	3,385,165	3,464,670
Community Development	\$ 232.52	\$ 284.01	\$ 415.69	\$ -	\$ -	\$ -	5,366	4,867	3,825
Conference Center	\$ 588.15	\$ 1,923.44	\$ 421.12	\$ 1,407.10	\$ -	\$ -	3,258	3,786	4,975
Drainage Utility	\$ 42,768.14	\$ 52,634.93	\$ 79,136.10	\$ -	\$ -	\$ 705.60	127,271	94,610	126,960
Internal Services	\$ 3,528.81	\$ 5,612.47	\$ 3,610.94	\$ 2,336.19	\$ -	\$ 1,218.80	35,831	33,075	24,354
Information Technology	\$ 2,072.55	\$ 2,458.94	\$ 1,449.15	\$ -	\$ -	\$ -	4,331	29,503	7,510
KFHR	\$ 28,935.20	\$ 16,061.93	\$ 16,450.92	\$ 647.40	\$ -	\$ -	18,279	17,646	22,550
Skylark	\$ 3,077.44	\$ 4,339.99	\$ 4,108.96	\$ -	\$ -	\$ -	10,289	9,882	8,902
Solid Waste	\$ 886,392.75	\$ 887,791.18	\$ 1,048,033.20	\$ -	\$ -	\$ 6,788.18	739,391	721,722	801,046
Water & Sewer	\$ 108,386.93	\$ 116,708.48	\$ 161,511.11	\$ 1,583.25	\$ 8,177.72	\$ 11,535.30	541,345	549,070	507,947
Grand Totals	\$ 2,012,553.90	\$ 2,136,360.20	\$ 2,438,760.89	\$ 76,756.59	\$ 87,492.29	\$ 97,358.66	4,898,053	4,849,326	4,972,739
	Maint and Repair	Maint and Repair	Maint and Repair	Accidents	Accidents	Accidents	Miles	Miles	Miles
	June 2016 to	June 2017 to	June 2018 to	June 2016 to	June 2017 to	June 2018 to	June 2016 to	June 2017 to	June 2018 to
Division Detail - Top Five	May 2017	May 2018	May 2019	May 2017	May 2018	May 2019	May 2017	May 2018	May 2019
Police	\$ 429,290.80	\$ 434,377.38	\$ 448,338.08	\$ 49,147.00	\$ 74,839.00	\$ 48,625.21	2,255,877	2,287,161	2,477,498
Fire	\$ 210,429.82	\$ 330,835.55	\$ 439,085.74	\$ 5,945.00	\$ 1,866.00	\$ 19,476.26	539,970	528,639	439,971
Street Operations	\$ 236,618.24	\$ 208,637.74	\$ 168,889.75	\$ 10,883.33	\$ -	\$ 50.74	248,127	209,215	189,929
SW Residential	\$ 515,779.76	\$ 494,721.69	\$ 584,675.98	\$ 929.00	\$ -	\$ 1,965.60	371,611	341,779	385,859
SW Commercial	\$ 307,996.81	\$ 334,756.24	\$ 368,835.79	\$ 1,965.72	\$ -	\$ -	250,624	263,895	309,579



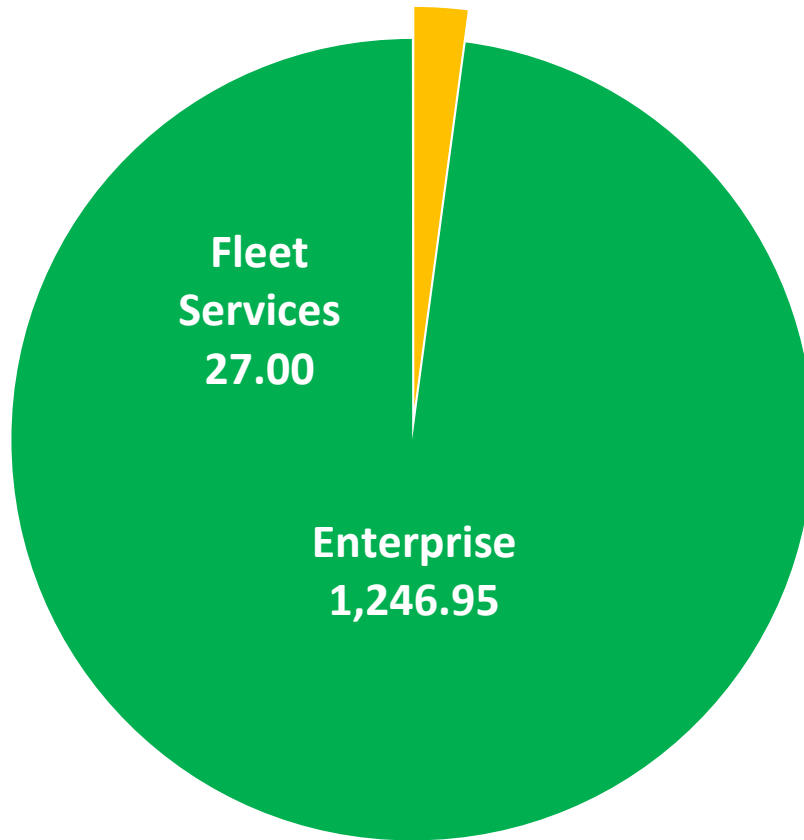
Goals for FY 2020

- ☐ Timely procurement of FY20 vehicles and equipment.
- ☐ Initiate new parts and fuel contracts.
- ☐ Monitor and limit repair “come-backs” to 0.5% annually = 24.
- ☐ Reduce tire damage by maintaining proper inflation and cleanliness of unloading area.
- ☐ Initiate GPS/telematics pilot program.
- ☐ Initiate a vehicle lease program if feasible.

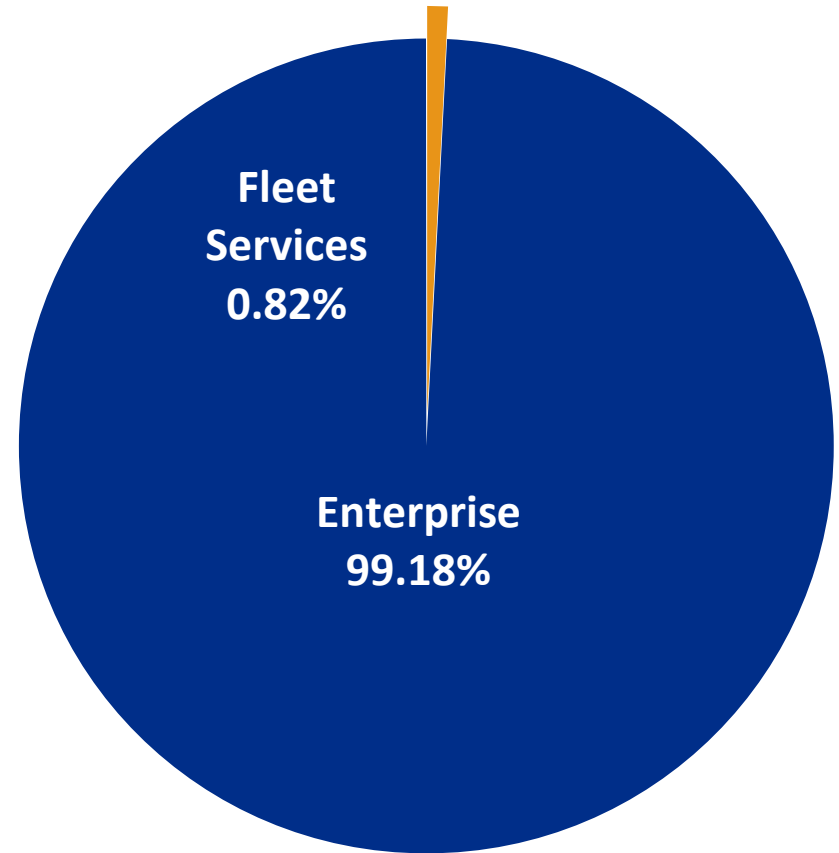


How Fleet Services Fits in the Enterprise in FY 2020 – Staffing & Budget

2.12% of FTEs in Enterprise
FTEs in All Funds



0.82% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,273.95

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	26.00	27.00	27.00

FY 2019

Added a Fleet Services Shop Foreman position as part of an approved decision package.



Revenue Budget - Operations

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Miscellaneous	50,307	4,500	54,000	53,980
From General Fund	672,798	718,969	718,969	692,974
From Solid Waste Fund	709,785	758,493	758,493	681,484
From Street Maintenance Fund	-	-	-	142,014
From Water & Sewer Fund	95,087	101,613	101,613	107,145
From Drainage Fund	19,017	20,322	20,322	66,860
From HOT Fund	898	960	960	2,200
From Internal Service Fund	-	-	-	-
(To) Internal Service Fund Balance	(168,794)	-	(187,349)	(33,507)
Total	\$ 1,379,098	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150
=Base request				\$ 1,713,150
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Internal Service Fund				
=Total				\$ 1,713,150



Fleet Services by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EFN007	Procure and dispose of vehicles and equipment.	1.44	2,995.20	\$ 101,242	\$ 118,229
EFN008	Manage and maintain the fleet.	24.91	51,812.80	1,309,955	1,529,746
EFN009	Fuel the fleet.	0.65	1,352.00	55,811	65,175
		<u>27.00</u>	<u>56,160.00</u>	<u>\$ 1,467,008</u>	<u>\$ 1,713,150</u>



Expense Budget - Operations

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 1,232,566	\$ 1,414,165	\$ 1,282,251	\$ 1,441,271
• Materials & Supplies	159,222	182,492	176,557	188,875
• Contracts	(18,690)	8,200	8,200	10,000
• Capital Outlay	6,000	-	-	-
Total	\$ 1,379,098	\$ 1,604,857	\$ 1,467,008	\$ 1,640,146
=Base request				\$ 1,640,146
+Decision packages - Compensation Equity				73,004
=Total				\$ 1,713,150



Explanation of Expense Variance

- ☐ Cost of living increases.
- ☐ Inflationary increase.



Revenue Budget – Capital Outlay

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	-	-	-
From General Fund	2,663,285	2,441,500	4,837,160	2,500,096
From Solid Waste Fund	1,500,420	1,782,400	2,916,820	1,579,000
From Water & Sewer Fund	1,009,500	907,001	809,301	349,000
From Drainage Fund	175,216	131,700	78,805	39,000
From HOT Fund	-	-	-	-
From Internal Service Fund	-	-	-	26,304
(To) Internal Service Fund	-	-	-	-
Total	\$ 5,348,421	\$ 5,262,601	\$ 8,642,086	\$ 4,493,400
=Base request				\$ 4,493,400
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Internal Service Fund				-
=Total				\$ 4,493,400



Expense Budget – Capital Outlay

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Capital Outlay - General Fund	\$ 267,625	\$ 2,441,500	\$ 4,837,160	\$ 2,526,400
• Capital Outlay - Solid Waste Fund	-	1,782,400	2,916,820	1,579,000
• Capital Outlay - Water & Sewer Fund	516,562	907,001	809,301	349,000
• Capital Outlay - Drainage Utility Fund	-	131,700	78,805	39,000
• Capital Outlay - Aviation Fund	-	-	-	-
• Capital Outlay - HOT Fund	-	-	-	-
• Capital Outlay - Fleet Services IS Fund	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	\$ 784,187	\$ 5,262,601	\$ 8,642,086	\$ 4,493,400
=Base request				\$ 4,493,400
+Decision packages				-
=Total				\$ 4,493,400



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$73,004	\$0	\$73,004
Total Decision Packages		\$73,004	\$0	\$73,004



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Fleet Services Technician	1	\$44,367	\$0	\$44,367
Total Decision Packages		\$44,367	\$0	\$44,367



Capital Replacement – Fleet (65)

FY20 Fleet Replacement List

Governmental Fund - 44

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
00781	2005 CHEVY 2500	ANIMAL SERVICES	KPD	\$65,000	3/4T, XC, V8, and Module
00784	2005 CHEVY 2500	ANIMAL SERVICES	KPD	\$30,400	3/4T, XC, CHASSIS ONLY
00025	2005 CHEVORLET 1500 XCAB	CODE ENFORCEMENT	P & D	\$30,000	1/2T, CC, SWB, V6
00036	2004 CHEVY 1500 XCAB	CODE ENFORCEMENT	P & D	\$30,000	1/2T, CC, SWB, V6
00075	2006 CHEVROLET COLORADO 4 DOOR	CUSTODIAL SERVICE	CD	\$30,000	Ford Transit Connect Van
00805	2004 DODGE DAKOTA	CUSTODIAL SERVICE	CD	\$30,000	Ford Transit Connect Van
02205	2002 Dodge 1500	FIRE DEPARTMENT	KFD	\$46,000	FD Equipped Explorer
02206	2007 CHEVORLET 1500 XCAB	FIRE DEPARTMENT	KFD	\$46,000	FD Equipped Explorer
02275	2009 DODGE 4500 AMBULANCE	FIRE DEPARTMENT	KFD	\$210,000	Chassis replacement, reusing module
02278	2009 DODGE 4500 AMBULANCE	FIRE DEPARTMENT	KFD	\$210,000	Chassis replacement, reusing module
00083	2005 FORD RANGER	INFORMATION SERVICES	IT	\$37,600	Ford Transit Med-Roof
00690	2006 DODGE 1500 4 DOOR	PARKS	CS	\$31,500	1/2T, CC, LWB, V6
00043	2006 CHEVORLET 1500 XCAB	PERMITS & INSPECTIONS	P & D	\$24,000	Ford Escape
00112	2008 FORD TAURUS	POLICE	KPD	\$22,400	Malibu
00118	1999 INTER 4700LP - Crime Scene Unit	POLICE	KPD	\$50,000	Transit Cargo Van EL, High, Shelving



Capital Replacement – Fleet (cont'd)

FY20 Fleet Replacement List

Governmental Fund (Cont'd)

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
00124	2003 FORD CROWN VIC	POLICE	KPD	\$22,400	Malibu
00144	2007 CHEVROLET IMPALA	POLICE	KPD	\$22,400	Malibu
00149	2007 CHEVORLET IMPALA	POLICE	KPD	\$22,400	Malibu
00150	2000 FORD E350	POLICE	KPD	\$35,500	Ford Transit 150 Med, Pass. Van
00162	2004 FORD TAURUS	POLICE	KPD	\$22,400	Malibu
00166	2008 CHEVROLET IMPALA	POLICE	KPD	\$22,400	Malibu
00170	2010 CHEVY TAHOE	POLICE	KPD	\$33,000	Explorer
00190	2005 DODGE P/K RAM 1500 - Pickup	POLICE	KPD	\$30,000	1/2T, CC, SWB, V6
03003	2003 FORD CROWN VIC	POLICE	KPD	\$22,400	Malibu
03023	2005 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03029	2005 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03045	2006 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03050	2007 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03055	2007 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03061	2007 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer



Capital Replacement – Fleet (cont'd)

FY20 Fleet Replacement List

Governmental Fund (Cont'd)

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
03062	2008 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03064	2008 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03069	2008 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03073	2008 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03074	2008 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03075	2008 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03076	2008 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03080	2009 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03084	2009 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
03085	2009 FORD CROWN VIC	POLICE	KPD	\$68,600	Patrol Equipped Explorer
00310	2006 DODGE 3500	STREET OPS/TRAFFIC	PW	\$55,000	1T, CC, DRW, Dsl, Serv Body
00313	2006 DODGE 3500	STREET OPS/TRAFFIC	PW	\$55,000	1T, CC, DRW, Dsl, Serv Body
00350 & 351	2006 LEEBOY L7000 Paver & L400T Roller	STREET OPS/TRAFFIC	PW	\$125,000	CAT CS44B Single Drum Vibratory Roller
00380	2007 CASE 570MTX LOADER w/ BBlade	STREET OPS/TRAFFIC	PW	\$68,000	CAT 256C Track Operated Skid Steer
Governmental Fund Total				\$2,526,400	



Capital Replacement – Fleet (cont'd)

Solid Waste Fund - 13

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
00418	2006 CHEVORLET 1500 XCAB	S W COMMERCIAL	PW	\$29,000	1/2T, RC, LWB, V6
00447	2004 CHEVY 2500	S W COMMERCIAL	PW	\$31,000	3/4T, RC, LWB, V8
00455	1996 FORD F800 ROCKET TRUCK	S W COMMERCIAL	PW	\$84,000	F550/G&H
00492	2009 AUTOCAR ACX64 FRONT LOADER	S W COMMERCIAL	PW	\$308,000	Autocar/McNeilus
00453	2004 CHEVROLET 1500	S W RECYCLING	PW	\$29,000	1/2T, RC, LWB, V6
00403	2006 CHEVORLET 1500 XCAB	S W RESIDENTIAL	PW	\$29,000	1/2T, RC, LWB, V6
00434	2004 INTERNATIONAL 7400 BRUSH TRK	S W RESIDENTIAL	PW	\$165,000	Freightliner/Peterson
00439	2008 MACK MRU613 REAR LOADER	S W RESIDENTIAL	PW	\$205,000	Freightliner/McNeilus
00450	2004 CHEVY 1500	S W RESIDENTIAL	PW	\$29,000	1/2T, RC, LWB, V6
04003	2007 CHEVORLET 1500	S W RESIDENTIAL	PW	\$29,000	1/2T, RC, LWB, V6
04054	2009 AUTOCAR ACX64 ASL	S W RESIDENTIAL	PW	\$306,000	Autocar/Bridgeport
04055	2009 AUTOCAR ACX64 ASL	S W RESIDENTIAL	PW	\$306,000	Autocar/Bridgeport
00452	2004 CHEVY 1500	S W TRANSFER	PW	\$29,000	1/2T, RC, LWB, V6
Solid Waste Fund Total				\$1,579,000	



Capital Replacement – Fleet (cont'd)

Water & Sewer Fund - 7

Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
00575	1999 INTERNATIONAL 4900 DUMP	SANITARY SEWERS	PW	\$111,000	Freightliner/Warren 13.5 Dump
00500	2008 FORD F150 4X2	UTILITY COLLECTIONS	PW	\$30,000	1/2T, RC, SWB, V6
00512	2007 CHEVORLET 1500	UTILITY COLLECTIONS	PW	\$30,000	1/2T, RC, SWB, V6
00518	2007 FORD F150	UTILITY COLLECTIONS	PW	\$30,000	1/2T, RC, SWB, V6
00528	2008 FORD F350, CC, DRW, Dsl, UB	WATER DISTRIBUTION	PW	\$55,000	1T, CC, DRW, Dsl, UB
00529	2008 FORD F350, XC, DRW, Dsl, UB	W & S OPERATIONS	PW	\$55,000	1T, CC, DRW, Dsl, UB
00577	2009 FORD F150	W & S ENGINEERING	PW	\$38,000	1/2T, CC, LWB, 4X4, V8,
Water and Sewer Fund Total				\$349,000	

Drainage Utility Maintenance Fund - 1

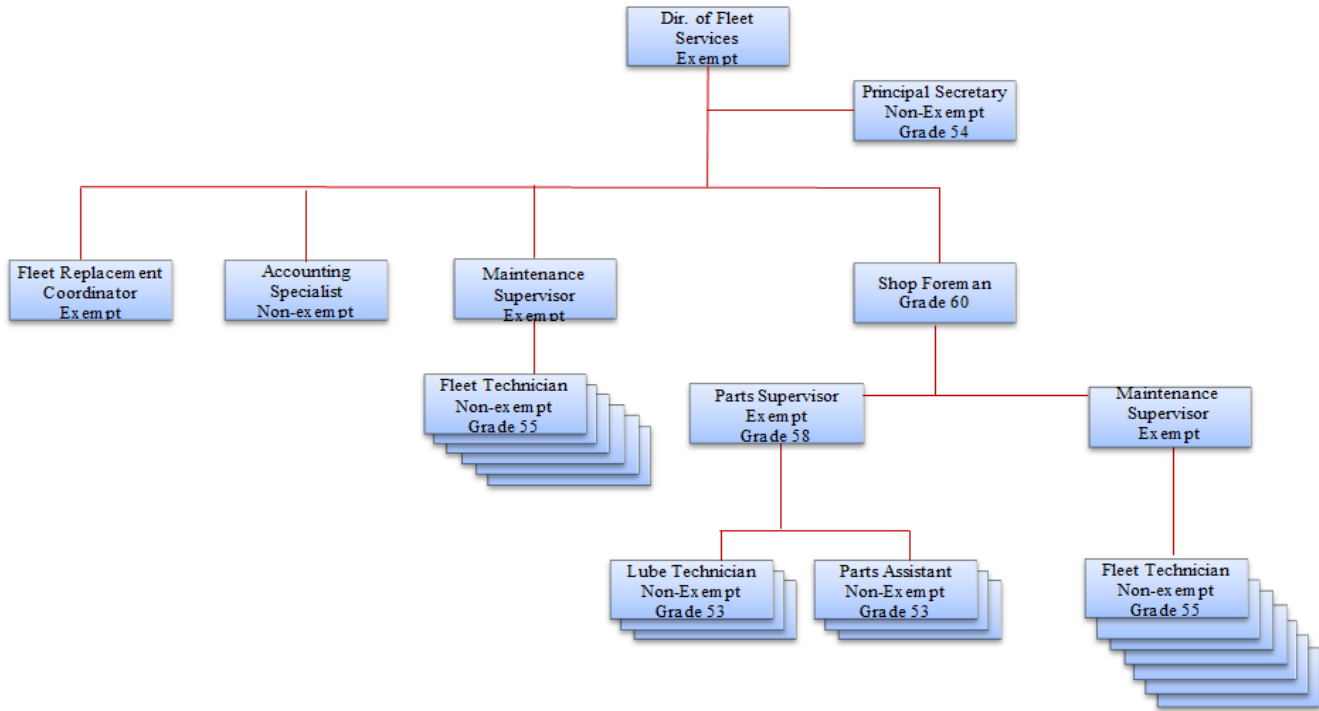
Unit #	Description of Existing Unit	Division	Dept	Estimated Replacement Cost	Replacement Unit Description
01074	2008 FORD F250	DRAINAGE UTILITY MAINT	PW	\$39,000	3/4T, CC, LWB, V8, 4X4
Drainage Utility Maintenance Fund Total				\$39,000	
Total Funded				\$4,493,400	



City Manager's Comments



Fleet Services Division



DIVISION MISSION STATEMENT

To procure vehicles and equipment; manage and maintain fleet assets; and provide fueling operations.

MISSION ELEMENTS

- Procure and dispose of vehicles and equipment.
- Manage and maintain the fleet.
- Manage fueling operations.

GOALS

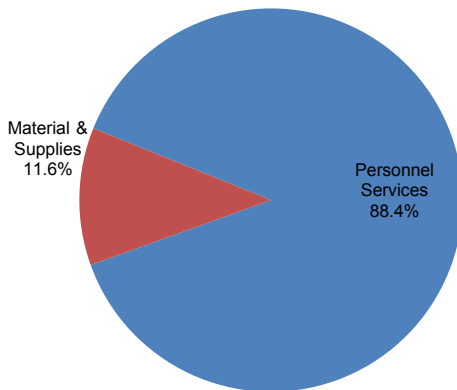
- Timely procurement of FY19 vehicles and equipment.
- Initiate new parts and fuel contracts.
- Monitor and limit repair "come-backs" to 0.5% annually = 24.
- Reduce tire damage by maintaining proper inflation and cleanliness of unloading area.
- Initiate GPS/telematics pilot program.
- Initiate a vehicle lease program if feasible.

FINANCIAL INFORMATION

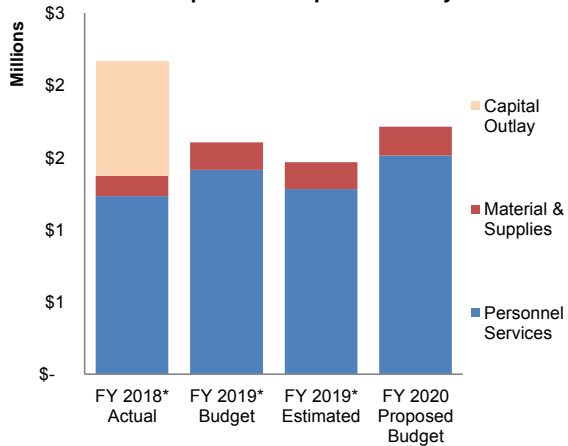
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
Transfer from General Fund	\$ 3,336,083	\$ 718,969	\$ 718,969	\$ 698,041
Transfer from Hotel Occupancy Tax Fund	898	960	960	2,200
Transfer from Street Maintenance Fund	-	-	-	142,014
Transfer from Solid Waste Fund	2,210,205	758,493	758,493	681,484
Transfer from Water & Sewer Fund	1,104,587	101,613	101,613	107,145
Transfer from Drainage Utility Fund	194,233	20,322	20,322	66,860
Interest and Other	50,306	4,500	54,000	53,980
General Resources	(4,733,027)	-	(187,349)	(38,574)
Total	\$ 2,163,285	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenses Summary				
Personnel Services	\$ 1,232,565	\$ 1,414,165	\$ 1,282,251	\$ 1,514,275
Material & Supplies	140,533	190,692	184,757	198,875
Capital Outlay	790,187	-	-	-
Total	\$ 2,163,285	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150

Department Expenses



Department Expense History

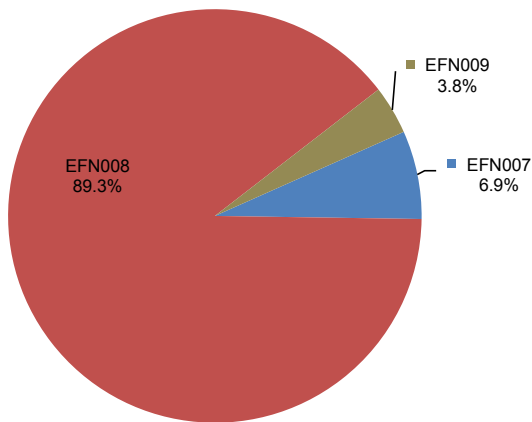


**SUPPORT SERVICES
FLEET SERVICES**

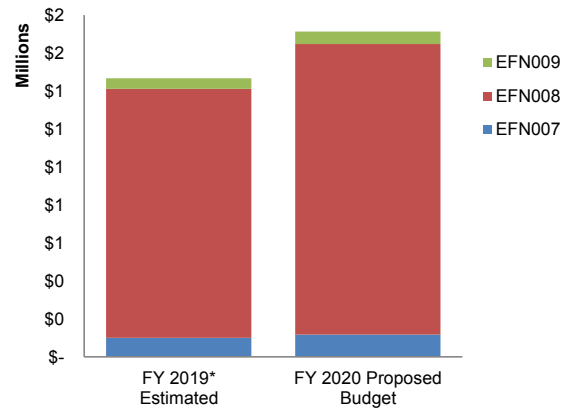
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
EFN007	Procure and dispose of vehicles and equipment.	1.47	3,057.60	\$ 101,242	\$ 118,229
EFN008	Manage and maintain the fleet.	24.88	51,750.40	1,309,955	1,529,746
EFN009	Fuel the fleet.	0.65	1,352.00	55,811	65,175
		<u>27.00</u>	<u>56,160.00</u>	<u>\$ 1,467,008</u>	<u>\$ 1,713,150</u>

**Department Expenditures
by Mission Element**



**Department Expense History
by Mission Element**



Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Accounting Specialist	1.00	1.00	1.00
Director of Fleet Services	1.00	1.00	1.00
Fleet Replacement Coordinator	1.00	1.00	1.00
Fleet Service Supervisor	2.00	2.00	2.00
Fleet Services Parts Supervisor	1.00	1.00	1.00
Fleet Services Shop Foreman ¹	-	1.00	1.00
Fleet Services Technicians	13.00	13.00	13.00
Lube Technicians	3.00	3.00	3.00
Parts Assistant	3.00	3.00	3.00
Principal Secretary	1.00	1.00	1.00
Total Staffing	<u>26.00</u>	<u>27.00</u>	<u>27.00</u>

1 - In FY 2019*, added Fleet Services Shop Foreman

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Fleet Services					
Personnel Services					
601-2033-415.40-05	FULL-TIME SALARIES	\$ 944,341	\$ 1,074,432	\$ 987,038	\$ 1,145,497
601-2033-415.40-15	OVERTIME	547	500	6	500
601-2033-415.40-25	LONGEVITY	9,205	10,944	9,436	11,568
601-2033-415.40-30	INCENTIVE PAY	13,283	12,840	14,243	15,060
601-2033-415.40-37	BILINGUAL PAY	1,250	1,200	1,400	1,200
601-2033-415.40-55	ON CALL	9,020	11,340	6,030	11,340
601-2033-415.40-81	GROUP INSURANCE	71,781	-	-	-
601-2033-415.40-82	MEDICAL INSURANCE	-	74,120	57,283	76,971
601-2033-415.40-83	DENTAL INSURANCE	-	6,067	5,649	6,342
601-2033-415.40-84	LIFE INSURANCE	-	486	441	486
601-2033-415.40-85	RETIREMENT - TMRS	96,796	123,905	110,727	139,968
601-2033-415.40-87	SOCIAL SECURITY	72,892	67,216	61,607	72,034
601-2033-415.40-88	MEDICARE	-	15,720	14,408	16,847
601-2033-415.40-89	WORKERS COMPENSATION	13,451	15,395	13,983	16,462
Personnel Services		1,232,565	1,414,165	1,282,251	1,514,275
Supplies					
601-2033-415.41-10	OFFICE	1,050	2,000	1,756	2,000
601-2033-415.41-15	POSTAGE/CARRIER SERVICE	31	175	100	100
601-2033-415.41-20	UNIFORMS AND CLOTHING	14,227	19,514	23,434	20,816
601-2033-415.41-25	SUBSCRIPTION/PUBLICATIONS	-	600	600	36,405
601-2033-415.41-30	FUEL	2,214	3,195	2,868	3,195
601-2033-415.41-35	PRINT SUPPLIES	2,970	3,000	2,401	3,000
601-2033-415.41-40	COMPUTER SUPPLIES	556	250	250	250
601-2033-415.41-60	FOOD SUPPLIES	75	375	375	850
601-2033-415.41-62	SHOP SUPPLIES	2,984	3,000	3,000	3,312
601-2033-415.41-65	MINOR TOOLS	6,157	8,000	8,000	8,000
601-2033-415.41-70	CLEANING SUPPLIES	1,271	2,200	1,900	1,900
601-2033-415.41-75	MEDICAL AND CHEMICAL	-	500	500	1,200
601-2033-415.41-87	EXTINGUISHING CHEMICALS	-	-	660	700
Supplies		31,535	42,809	45,844	81,728
Repair & Maintenance					
601-2033-415.42-10	BUILDING MAINTENANCE	3,866	4,000	4,000	4,000
601-2033-415.42-40	TANKS, TOWERS, RESVR.	7,641	7,500	7,488	8,000
601-2033-415.42-43	COMPUTER MAINTENANCE	34,602	41,105	39,181	7,800
601-2033-415.43-10	SMALL EQUIP REPAIR	4,900	9,660	9,660	9,660
601-2033-415.43-15	VEHICLE REPAIR/MAINT	7,827	7,800	6,800	7,800
601-2033-415.43-20	HEAT AND AIR REPAIR	2,000	4,279	4,279	4,279
601-2033-415.43-25	RADIO AND COMMUNICATION	-	200	200	200
Repair & Maintenance		60,835	74,544	71,608	41,739
Support Services					
601-2033-415.44-04	WATER SERVICE	929	1,000	1,000	1,000
601-2033-415.44-05	TELEPHONE	1,909	2,034	2,034	2,076
601-2033-415.44-06	GAS SERVICE	13,112	15,000	15,000	15,000

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
601-2033-415.44-08	WASTE DISPOSAL	1,367	1,349	1,349	1,349
601-2033-415.44-10	EQUIPMENT RENTAL/LEASE	3,578	3,620	3,620	3,870
601-2033-415.44-25	LEGAL AND PUBLIC NOTICES	473	-	-	-
601-2033-415.44-28	NOTICES REQUIRED BY LAW	-	900	900	900
601-2033-415.44-30	TRAINING AND TRAVEL	\$ 1,460	\$ 4,322	\$ 3,322	\$ 4,322
601-2033-415.44-50	ELECTRICITY SERVICES	18,996	18,000	18,000	18,000
601-2033-415.44-70	TROPHIES AND AWARDS	-	300	300	300
601-2033-415.44-75	DUES AND MEMBERSHIPS	1,158	1,700	1,700	1,700
	Support Services	42,983	48,225	47,225	48,517
	Minor Capital				
601-2033-415.46-35	EQUIPMENT AND MACHINERY	15,562	13,014	8,000	13,000
601-2033-415.46-50	FURNITURE AND FIXTURES	3,832	1,000	1,000	1,000
	Minor Capital	19,394	14,014	9,000	14,000
	Professional Services				
601-2033-415.47-30	ACCOUNTING SERVICES	4,475	2,900	2,880	2,891
	Professional Services	4,475	2,900	2,880	2,891
	Designated Expenses				
601-2033-415.50-40	REFUSE DISPOSAL COSTS	5,569	8,200	8,200	10,000
601-2033-415.50-80	INVENTORY OVER/SHORT	(24,259)	-	-	-
	Designated Expenses	(18,689)	8,200	8,200	10,000
	Capital Outlay				
601-2033-415.61-35	MACHINERY AND EQUIPMENT	6,000	-	-	-
601-3410-436.61-10	MOTOR VEHICLES	125,920	-	-	-
601-3410-436.61-35	MACHINERY AND EQUIPMENT	19,500	-	-	-
601-3415-437.61-10	MOTOR VEHICLES	371,142	-	-	-
601-3445-434.61-35	MACHINERY AND EQUIPMENT	267,625	-	-	-
	Capital Outlay	790,187	-	-	-
	Fleet Services	\$2,163,285	\$ 1,604,857	\$ 1,467,008	\$ 1,713,150

Mission Element 1: Procure and dispose of vehicles and equipment.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Procure and deploy approved fleet units.	1,750	64	58	10	112	119	65
Properly dispose of replaced or released units.	180	85	45	51	85	85	58
Reduce the average age of fleet to industry standard, currently 7.7 years.	150	9.0	9.4	10.0	9.6	9.7	9.5

Mission Element 2: Manage and maintain the fleet.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Initiate new fuel and parts contracts.	36	1	2	2	1	1	2
Reduce Solid Waste tire services expense by 1.0%.	60	\$263,250	\$274,000	\$270,000	\$263,250	\$267,645	\$264,969
Completed work orders.	52,836	4,900	4,900	4,946	4,900	4,733	4,850
Limit equipment repair returns to <0.5% annually.	40	25	24	24	25	24	24
Initiate/implement a pilot program for telematics.	68	1	0	0	1	0	1

Mission Element 3: Fuel the fleet.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Maintain 100% availability of on-site fuel.	9	100%	100%	99%	100%	100%	100%
Ensure 100% compliance of monthly statistical inventory reconciliation reporting for the three in-ground storage tanks.	996	36	36	36	36	36	36
Reduce monthly incorrect odometer entries city-wide by 5% (FY18 average = 77/month).	20	73	69	77	74	70	66
Number of gallons of fuel used annually.	15	743,000	747,042	742,043	743,000	738,000	735,000



Finance – Utility Collections





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Finance

Division: Utility Collections

Mission

The mission of the Utility Collection division is to accurately bill and collect on a timely basis for all City utility services.



Mission Elements

- ☐ Read meters.
- ☐ Bill for service.
- ☐ Collect accounts.



By the Numbers:

☐ Read meters

☐ Active water accounts: 51,100

☐ Annual meters read: 639,289

☐ Bill for service

☐ Mail bill within ten days of meter read: 624,181

☐ Collect accounts

☐ Collection rate: 98%

☐ Process late notices: 129,310

☐ Deliver delinquent tags 29,403



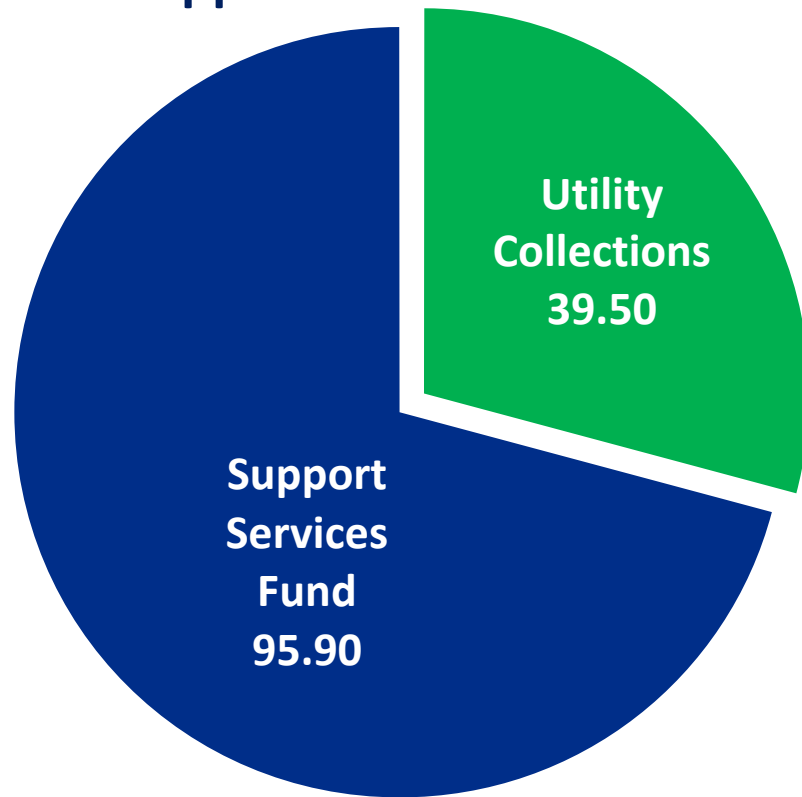
Goals for FY 2020

- ☐ Replace drive through equipment.
- ☐ Improve online services offered to customers.
- ☐ Purge outdated and unnecessary data from Superion software.



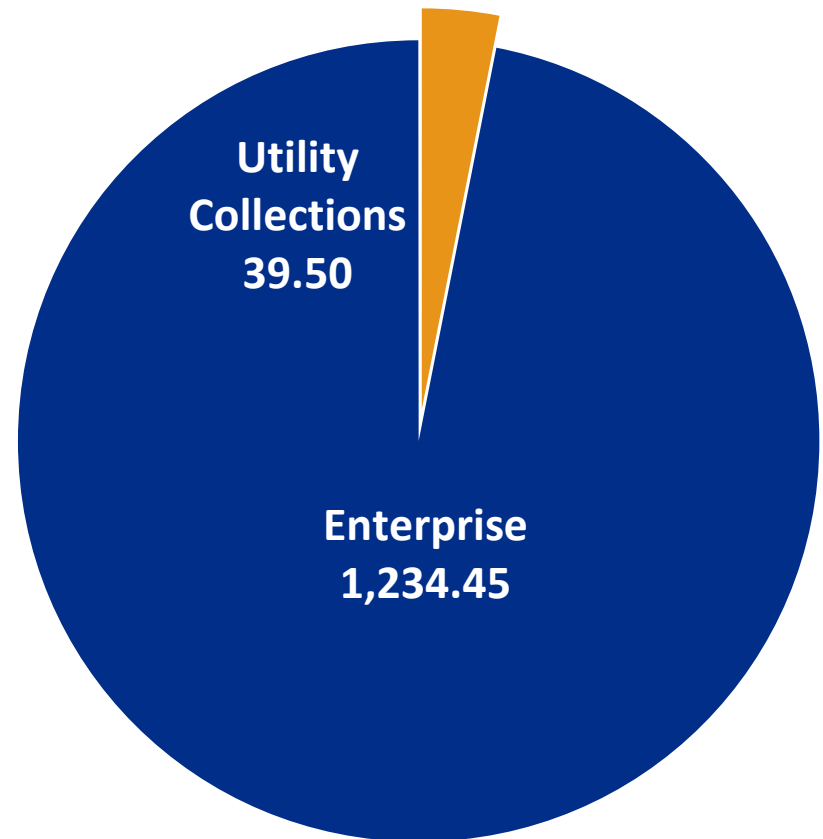
How Utility Collections Fits in the Enterprise in FY 2020 – Staffing

29.17% of FTEs in Fund
FTEs in the
Support Services Fund



 Utility Collections FTEs = 39.50
Support Services Fund FTEs = 135.40

3.10% of FTEs in Enterprise
FTEs in All Funds

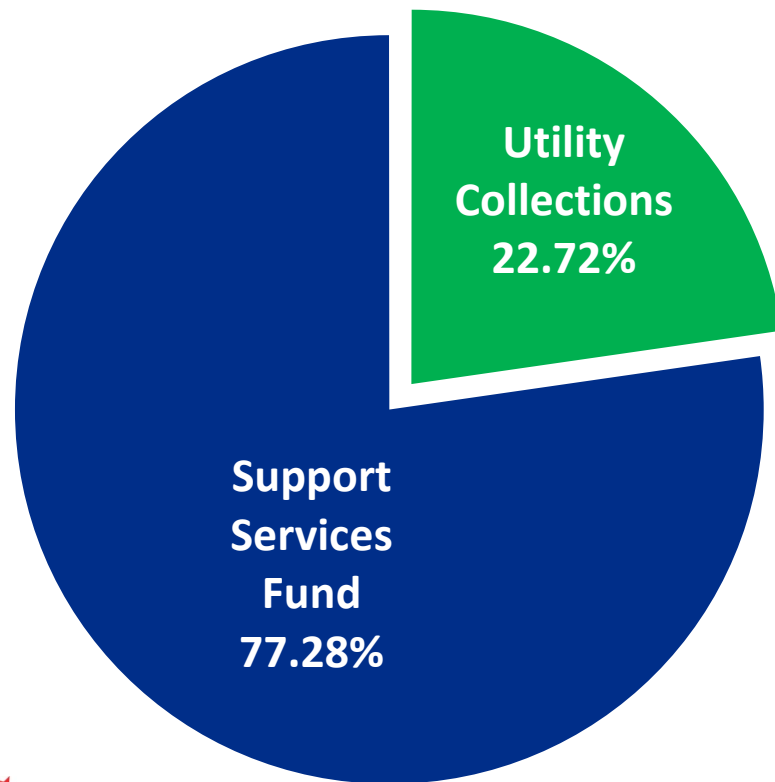


All Funds FTEs = 1,273.95

How Utility Collections Fits in the Enterprise in FY 2020 – Budget

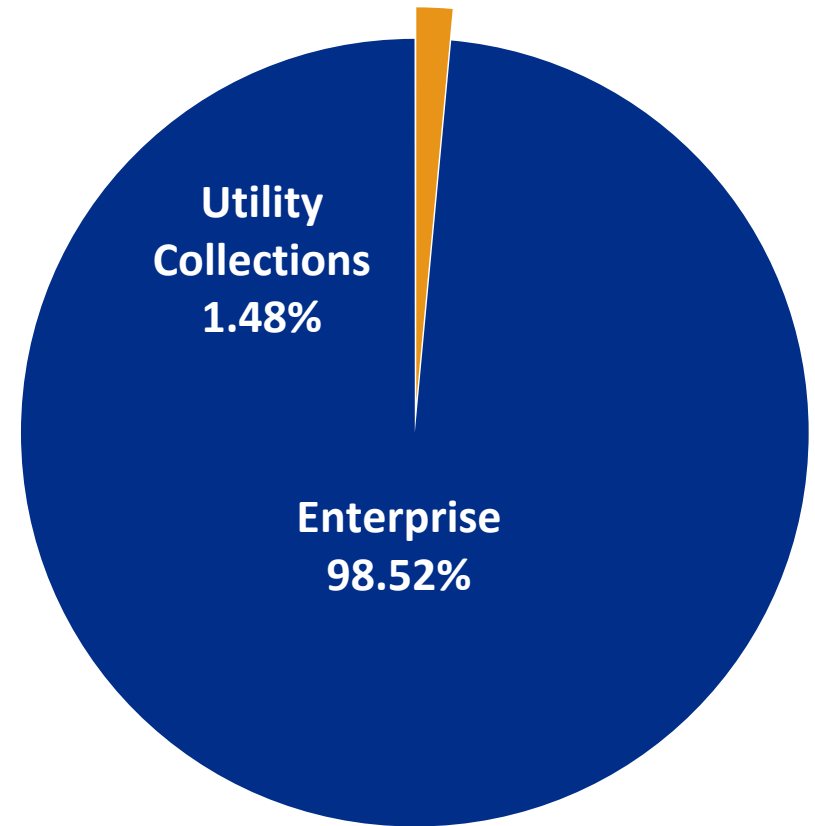
22.72% of Expenses in Fund

Expenses in the
Support Services Fund



1.48% of Expenses in Enterprise

Expenses in All Funds



Utility Collections Expense = \$3,093,053
Support Services Fund Expense = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	39.50	39.50	39.50



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	2,510,008	2,750,267	2,653,743	3,093,053
Total	\$ 2,510,008	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053
=Base request				\$ 3,093,053
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 3,093,053



Utility Collections by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EFN010	Read meters.	10.75	22,360.00	\$ 443,896	\$ 517,380
EFN011	Bill for service.	13.80	28,704.00	975,116	1,136,540
EFN012	Collect accounts.	14.95	31,096.00	1,234,731	1,439,133
		<u>39.50</u>	<u>82,160.00</u>	<u>\$ 2,653,743</u>	<u>\$ 3,093,053</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 1,421,916	\$ 1,598,943	\$ 1,554,466	\$ 1,646,107
• Materials & Supplies	1,046,734	1,059,224	1,014,116	1,233,647
• Contracts	41,358	43,600	39,661	45,400
• Capital Outlay	-	48,500	45,500	29,014
Total	\$ 2,510,008	\$ 2,750,267	\$ 2,653,743	\$ 2,954,168
=Base request				\$ 2,954,168
+Decision package - Compensation Equity				138,885
=Total				\$ 3,093,053



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.
- ☐ Increase to repair & maintenance accounts for vehicles and radios.
- ☐ Increase in maintenance agreement for office equipment.
- ☐ Increase in minor capital.
- ☐ Increase for building renovations to paint and replace carpet.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$138,885	\$0	\$138,885
Total Decision Packages		\$138,885	\$0	\$138,885



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Replace Drive Thru System	1	\$19,750	\$0	\$19,750
Total Decision Packages		\$19,750	\$0	\$19,750



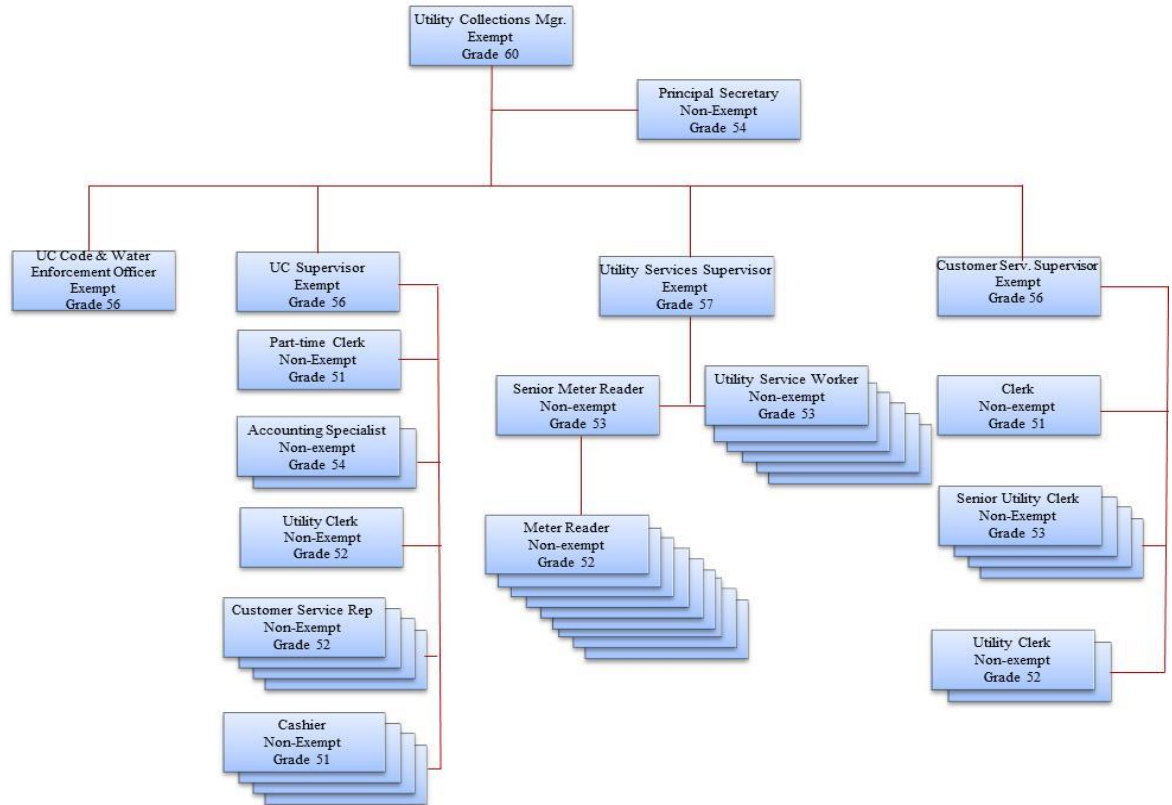
City Manager's Comments







Utility Collections Division



DIVISION MISSION STATEMENT

The mission of the Utility Collection division is to accurately bill and collect on a timely basis for all City utility services.

MISSION ELEMENTS

- Read meters.
- Bill for service.
- Collect accounts.

GOALS

- Replace drive through equipment.
- Improve online services offered to customers.
- Purge outdated and unnecessary data from Superion software.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053
\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053

Expenses Summary

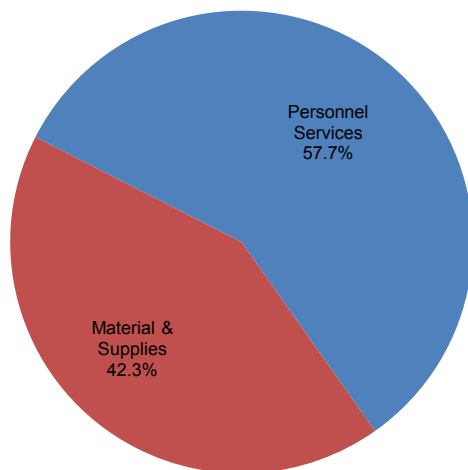
Personnel Services

Material & Supplies

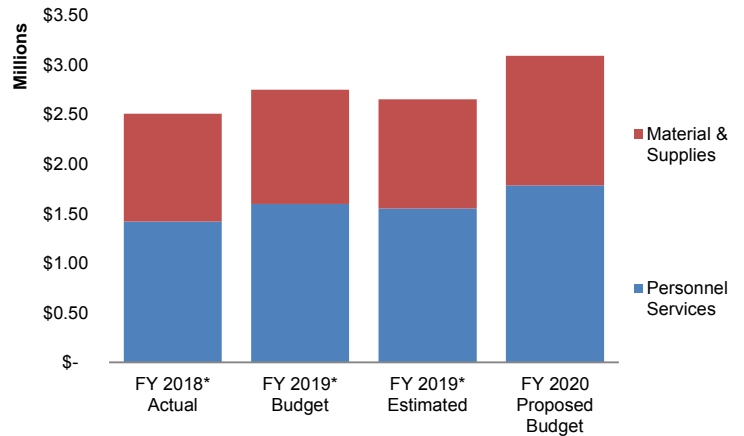
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 1,421,917	\$ 1,598,943	\$ 1,554,466	\$ 1,784,992
1,088,091	1,151,324	1,099,277	1,308,061
\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053

Department Expenses



Department Expense History



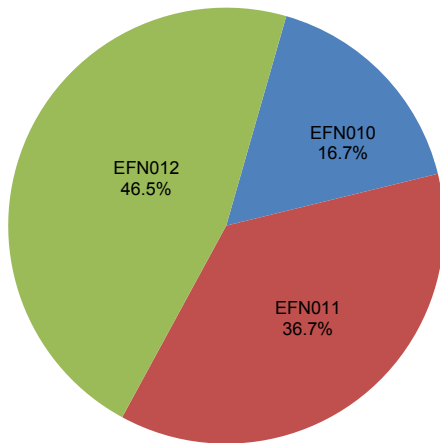
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from Water Sewer Fund.

**SUPPORT SERVICES
UTILITY COLLECTIONS**

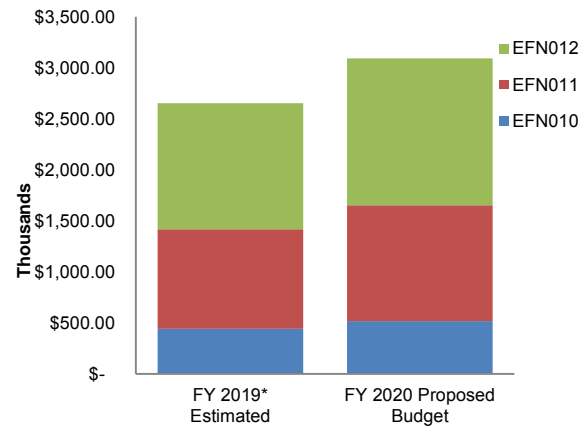
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
EFN010	Read meters.	10.75	22,360.00	\$ 443,895.90	\$ 517,380
EFN011	Bill for service.	13.80	28,704.00	975,116	1,136,540
EFN012	Collect accounts.	14.95	31,096.00	1,234,731	1,439,133
		<u>39.50</u>	<u>82,160.00</u>	<u>\$ 2,653,743</u>	<u>\$ 3,093,053</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Accounting Specialist
Clerk
Code Enforcement Officer
Customer Service Representative
Customer Service Supervisor
Director of Utility Collections ¹
Meter Reader
Principal Secretary
Senior Meter Reader
Senior Utility Clerk
Utility Cashier
Utility Clerk
Utility Collections Manager ¹
Utility Collections Supervisor
Utility Service Supervisor
Utility Service Worker

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Accounting Specialist	2.00	2.00	2.00
Clerk	1.50	1.50	1.50
Code Enforcement Officer	1.00	1.00	1.00
Customer Service Representative	4.00	4.00	4.00
Customer Service Supervisor	1.00	1.00	1.00
Director of Utility Collections ¹	-	1.00	1.00
Meter Reader	8.00	8.00	8.00
Principal Secretary	1.00	1.00	1.00
Senior Meter Reader	1.00	1.00	1.00
Senior Utility Clerk	4.00	4.00	4.00
Utility Cashier	4.00	4.00	4.00
Utility Clerk	3.00	3.00	3.00
Utility Collections Manager ¹	1.00	-	-
Utility Collections Supervisor	1.00	1.00	1.00
Utility Service Supervisor	1.00	1.00	1.00
Utility Service Worker	6.00	6.00	6.00
Total Staffing	<u>39.50</u>	<u>39.50</u>	<u>39.50</u>

1 - In FY 2019*, reclassified Utility Collections Manager to Director of Utility Collections

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from Water Sewer Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Utility Collections					
Personnel Services					
550-2050-411.40-05	FULL-TIME SALARIES	\$ 994,600	\$ 1,133,187	\$ 1,113,067	\$ -
550-2050-411.40-10	PART-TIME SALARIES	10,121	10,478	11,339	-
550-2050-411.40-15	OVERTIME	47,572	47,200	47,200	-
550-2050-411.40-25	LONGEVITY	12,323	14,975	13,790	-
550-2050-411.40-30	INCENTIVE PAY	7,743	7,620	7,303	-
550-2050-411.40-37	BILINGUAL PAY	2,875	3,000	2,500	-
550-2050-411.40-55	ON CALL	3,840	3,780	3,490	-
550-2050-411.40-81	GROUP INSURANCE	147,326	-	-	-
550-2050-411.40-82	MEDICAL INSURANCE	-	133,417	123,837	-
550-2050-411.40-83	DENTAL INSURANCE	-	8,824	8,196	-
550-2050-411.40-84	LIFE INSURANCE	-	702	654	-
550-2050-411.40-85	RETIREMENT - TMRS	106,837	136,060	124,599	-
550-2050-411.40-87	SOCIAL SECURITY	80,492	73,768	72,566	-
550-2050-411.40-88	MEDICARE	-	17,252	16,966	-
550-2050-411.40-89	WORKERS COMPENSATION	8,187	8,680	8,959	-
610-2050-411.40-05	FULL-TIME SALARIES	-	-	-	1,262,802
610-2050-411.40-10	PART-TIME SALARIES	-	-	-	12,886
610-2050-411.40-15	OVERTIME	-	-	-	47,200
610-2050-411.40-25	LONGEVITY	-	-	-	15,792
610-2050-411.40-30	INCENTIVE PAY	-	-	-	7,620
610-2050-411.40-37	BILINGUAL PAY	-	-	-	2,400
610-2050-411.40-55	ON CALL	-	-	-	3,780
610-2050-411.40-82	MEDICAL INSURANCE	-	-	-	153,941
610-2050-411.40-83	DENTAL INSURANCE	-	-	-	8,548
610-2050-411.40-84	LIFE INSURANCE	-	-	-	702
610-2050-411.40-85	RETIREMENT - TMRS	-	-	-	159,729
610-2050-411.40-87	SOCIAL SECURITY	-	-	-	81,603
610-2050-411.40-88	MEDICARE	-	-	-	19,086
610-2050-411.40-89	WORKERS COMPENSATION	-	-	-	8,903
Personnel Services		1,421,917	1,598,943	1,554,466	1,784,992
Supplies					
550-2050-411.41-10	OFFICE	3,653	6,530	4,675	-
550-2050-411.41-15	POSTAGE/CARRIER SERVICE	259,020	266,604	266,602	-
550-2050-411.41-20	UNIFORMS AND CLOTHING	5,597	12,000	11,703	-
550-2050-411.41-30	FUEL	40,226	40,679	38,662	-
550-2050-411.41-35	PRINT SUPPLIES	32,859	42,479	40,087	-
550-2050-411.41-37	PHONES AND ACCESSORIES	292	350	350	-
550-2050-411.41-40	COMPUTER SUPPLIES	1,363	1,850	1,077	-
550-2050-411.41-65	MINOR TOOLS	5,966	8,031	7,778	-
610-2050-411.41-10	OFFICE	-	-	-	10,000
610-2050-411.41-15	POSTAGE/CARRIER SERVICE	-	-	-	266,604
610-2050-411.41-20	UNIFORMS AND CLOTHING	-	-	-	19,000
610-2050-411.41-30	FUEL	-	-	-	50,679
610-2050-411.41-35	PRINT SUPPLIES	-	-	-	52,479
610-2050-411.41-37	PHONES AND ACCESSORIES	-	-	-	350
610-2050-411.41-40	COMPUTER SUPPLIES	-	-	-	4,850
610-2050-411.41-65	MINOR TOOLS	-	-	-	13,727
Supplies		348,976	378,523	370,934	417,689

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from Water Sewer Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Repair & Maintenance					
550-2050-411.42-43	COMPUTER MAINTENANCE	\$ 47,425	\$ 47,300	\$ 49,060	\$ -
550-2050-411.43-05	FURNITURE AND FIXTURES	3,500	150	150	-
550-2050-411.43-10	SMALL EQUIP REPAIR	577	100	100	-
550-2050-411.43-15	VEHICLE REPAIR/MAINT	30,202	25,855	27,836	-
550-2050-411.43-25	RADIO AND COMMUNICATION	-	200	200	-
550-2050-411.43-40	COMPUTER HARDWARE	61	-	-	-
610-2050-411.42-43	COMPUTER/SOFTWARE MAINT	-	-	-	95,800
610-2050-411.43-05	FURNITURE AND FIXTURES	-	-	-	500
610-2050-411.43-10	SMALL EQUIP REPAIR	-	-	-	500
610-2050-411.43-15	VEHICLE REPAIR/MAINT	-	-	-	43,235
610-2050-411.43-25	RADIO AND COMMUNICATION	-	-	-	17,700
Repair & Maintenance		81,764	73,605	77,346	157,735
Support Services					
550-2050-411.44-04	WATER SERVICE	1,829	-	1,013	-
550-2050-411.44-05	TELEPHONE	2,343	3,131	5,640	-
550-2050-411.44-08	WASTE DISPOSAL	1,773	1,773	1,773	-
550-2050-411.44-10	EQUIPMENT RENTAL/LEASE	27,251	42,394	31,510	-
550-2050-411.44-19	MERCHANT FEES	538,269	530,000	495,587	-
550-2050-411.44-30	TRAINING AND TRAVEL	1,620	3,910	3,909	-
550-2050-411.44-50	ELECTRICITY SERVICES	21,030	22,434	20,871	-
550-2050-411.44-75	DUES AND MEMBERSHIPS	612	800	357	-
610-2050-411.44-04	WATER SERVICE	-	-	-	2,300
610-2050-411.44-05	TELEPHONE	-	-	-	8,531
610-2050-411.44-08	WASTE DISPOSAL	-	-	-	1,773
610-2050-411.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	51,465
610-2050-411.44-19	MERCHANT FEES	-	-	-	542,720
610-2050-411.44-30	TRAINING AND TRAVEL	-	-	-	5,000
610-2050-411.44-50	ELECTRICITY SERVICES	-	-	-	22,434
610-2050-411.44-75	DUES AND MEMBERSHIPS	-	-	-	2,000
Support Services		594,727	604,442	560,660	636,223
Minor Capital					
550-2050-411.46-40	COMPUTER EQUIP/SOFTWARE	21,266	-	3,176	-
550-2050-411.46-50	FURNITURE AND FIXTURES	-	2,654	2,000	-
610-2050-411.46-05	OFFICE MACHINES AND EQUIP	-	-	-	13,000
610-2050-411.46-37	TELEPHONE EQUIPMENT	-	-	-	5,000
610-2050-411.46-50	FURNITURE AND FIXTURES	-	-	-	4,000
Minor Capital		21,266	2,654	5,176	22,000
Professional Services					
550-2050-411.47-99	SPECIAL SERVICES	6,211	6,600	6,562	-
610-2050-411.47-99	SPECIAL SERVICES	-	-	-	8,400
Professional Services		6,211	6,600	6,562	8,400
Designated Expenses					
550-2050-411.50-95	COLLECTION EXPENSE	35,147	37,000	33,099	-
610-2050-411.50-95	COLLECTION EXPENSE	-	-	-	37,000
Designated Expenses		35,147	37,000	33,099	37,000
Capital Outlay					
550-2050-411.61-40	COMPUTER EQUIP/SOFTWARE	-	48,500	45,500	-
610-2050-411.60-07	BUILDING IMPROVEMENTS	-	-	-	29,014
Capital Outlay		-	48,500	45,500	29,014
Utility Collections		\$ 2,510,007	\$ 2,750,267	\$ 2,653,743	\$ 3,093,053

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from Water Sewer Fund.

Mission Element 1: Read meters.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Read water meters in a timely manner.	14,426	625,632	641,268	629,424	635,718	639,289	645,600
Maintain over reads at less than 1%.	14,426	1,584	<6,408	1,176	<6,300	1,362	<6,300
Download addresses to handheld for reading.	102	625,632	641,268	629,424	635,718	639,289	645,600
Upload readings to billing software.	102	625,632	641,268	629,424	635,718	639,289	645,600
Decrease annual water loss.	4,224	N/A	<1.0 billion gallons	N/A	<1.0 billion gallons	964,524,514	<1.0 billion gallons

Mission Element 2: Bill for service.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Mail bills within 10-days of meter read.	8,320	604,932	620,052	608,244	614,326	624,181	630,400

Mission Element 3: Collect accounts.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Increase utility collection rate.	35,856	98%	100%	99%	100%	98%	100%
Process and mail late notices.	960	131,784	135,084	129,600	130,896	129,310	131,000
Process and deliver delinquent tags.	3,774	30,000	30,756	29,400	27,000	29,403	29,800



Human Resources





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Human Resources

Division: Human Resources

Mission

The Human Resources mission is to recruit, train, engage, and retain a diverse, valuable, and safe workforce in support of public safety, public works, and all city services.



Mission Elements

- ☐ Manage recruitment, placement, retention, and staff well-being.
- ☐ Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.
- ☐ Manage a fair classification and compensation plan, and a benefits system.
- ☐ Manage career management, staff development and training, in support of the City's performance management initiative.



By the Numbers:

☐ Manage recruitment, placement, retention, and staff well-being:

☐ Application intake 11,820

☐ Hires (12.75% of workforce) 252

☐ Turnover Rate other than retirees

☐ Overall 20.16%

☐ Classified employees 25.56%

☐ Civil Service employees

☐ Fire Department 12.24%

☐ Police Department 10.92%

☐ Oversee the disciplinary process and compliance with employment policy.

☐ Terminations due to disciplinary and/or non-compliance: 18



By the Numbers:

- ☐ Manage a fair classification and compensation plan, and a benefits system.
 - ☐ Average percentage below market for the Classified Employee 25.4%
 - ☐ Average percentage below market for the Civil Service Employee 7.5%
- ☐ Simplified Classified Workforce Pay Plan
 - ☐ 6 pay bands
 - ☐ 4 levels
 - ☐ 3 steps
- ☐ Pay is based upon skill level to achieve market competitiveness
- ☐ Pay bands are based upon type of work performed
- ☐ Civil Service Pay Plan
 - ☐ Civil Service Fire Department
 - ☐ Civil Service Police Department



By the Numbers:

- ❑ Manage a fair classification and compensation plan, and a benefits system.
 - ❑ Number of job descriptions updated: 383
 - ❑ Employee Classification
 - ❑ Number of Exempt Employees: 144
 - ❑ Number of Non-Exempt Employees: 1,022
- ❑ Manage employee benefit programs.
 - ❑ Healthcare members completed PCP annual physical and wellness assessment: 792
 - ❑ Flu shots administered at work (employees and family): 141
 - ❑ Employees participated in Wellness Boot Camp: 450
 - ❑ Employees participated in Wellness Yoga: 490
 - ❑ Employees signed up for City gym membership: 450



By the Numbers:

☐ Manage employee records.

☐ Purge of archived employee files: 300

☐ Manage career management, staff development and training, in support of the City's performance management.

☐ Total employee training participation 3,518

☐ Employee miscellaneous training (ExecuTime/FLSA/Budget) 556

☐ Employees completed discipline documentation training (L.E.A.D.) 21

☐ Employees completed online training 2,902

☐ Employees tested for bilingual proficiency 10

☐ Employees participating in Education Assistance Program 29



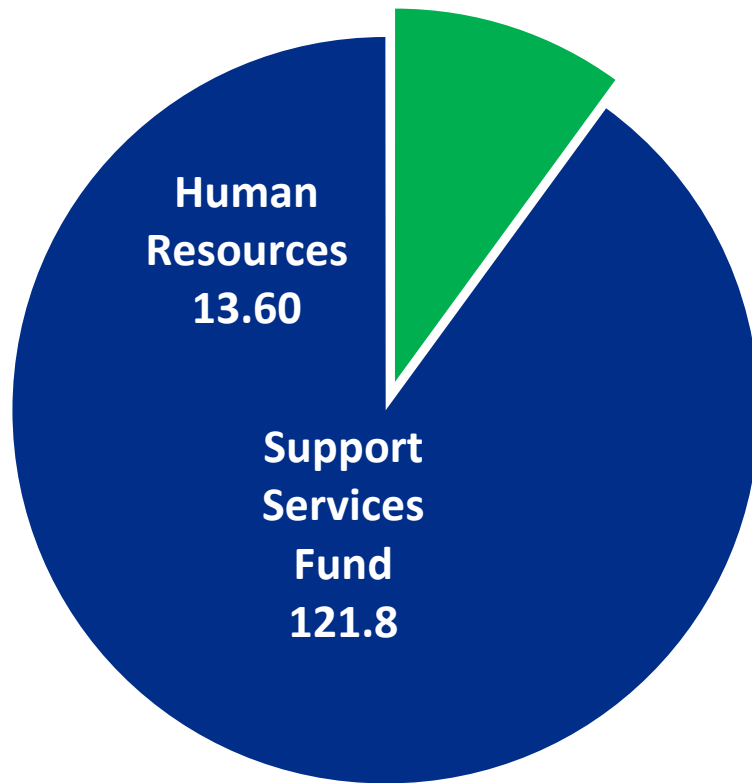
Goals for FY 2020

- ☐ Implementation of a new compensation system
- ☐ Design a new performance appraisal system
- ☐ Create an organizational development academy
- ☐ Continued focus on wellness to include:
 - ☐ Nutrition
 - ☐ Smoking cessation
 - ☐ Obesity

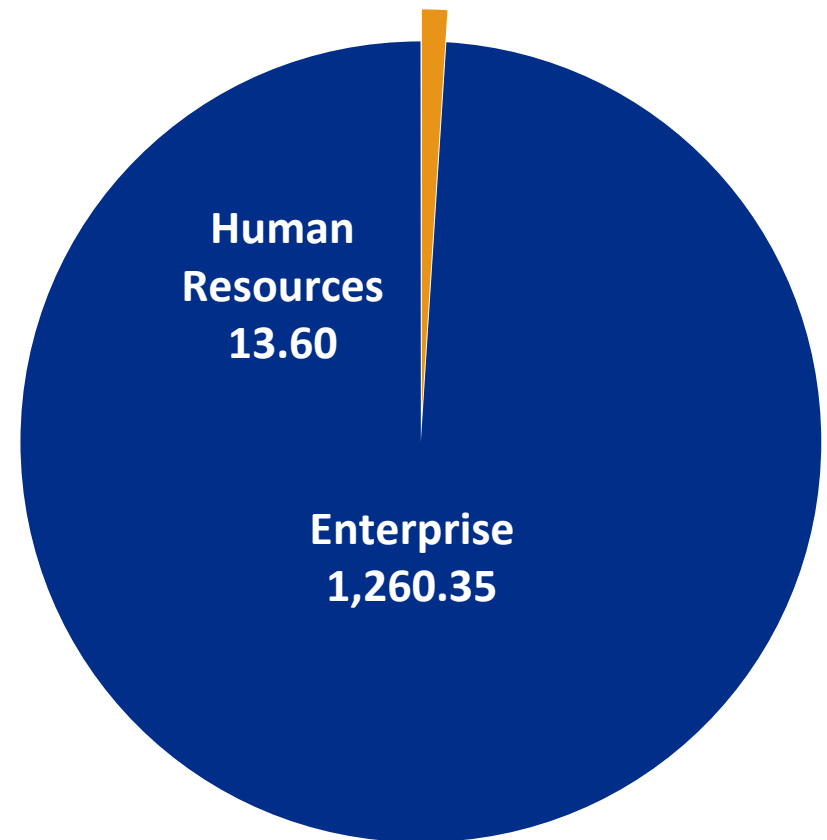


How Human Resources Fits in the Enterprise in FY 2020 – Staffing

10.04% of FTEs in Fund
FTEs in the
Support Services Fund



1.07% of FTEs in Enterprise
FTEs in All Funds

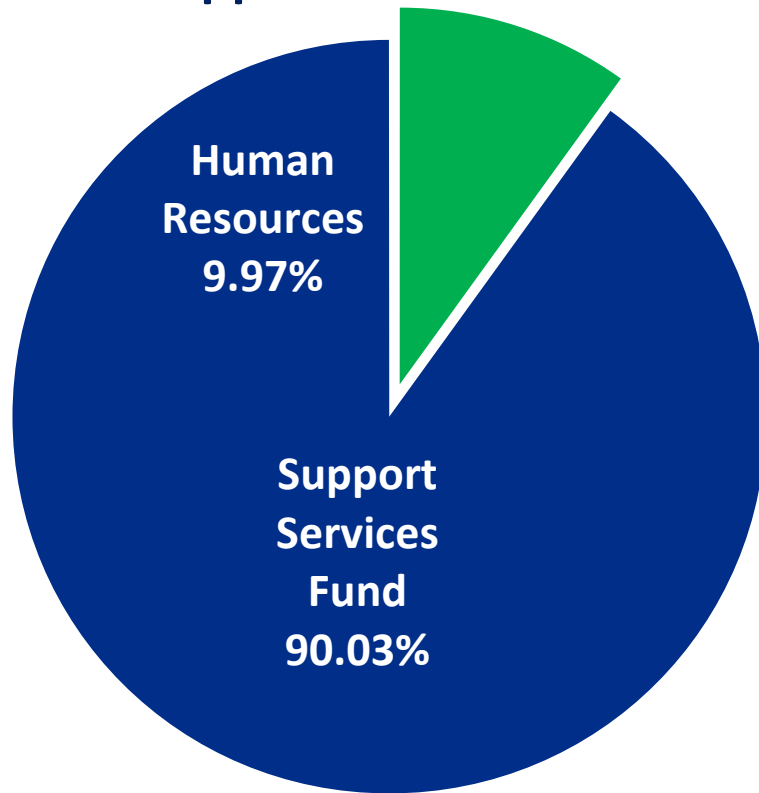


Human Resources FTEs = 13.60
Support Services Fund FTEs = 135.40

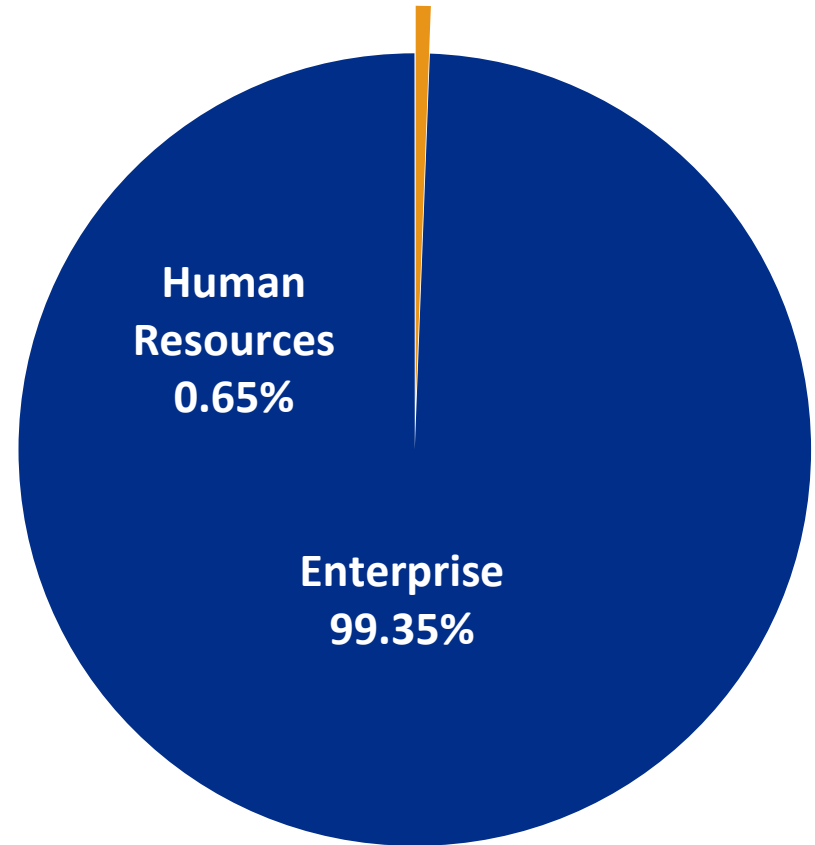
All Funds FTEs = 1,273.95

How Human Resources Fits in the Enterprise in FY 2020 – Budget

9.97% of Expenses in Fund
Expenses in the
Support Services Fund



0.65% of Expenses in Enterprise
Expenses in All Funds



Human Resources Expense = \$1,356,623
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	12.00	12.00	14.00

FY 2020

Added Learning & Development Coordinator position during FY 2019.

Added Benefits Manager as part of an approved Decision Package.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	1,243	3,326	2,000	3,393
From Drainage Fund	2,052	5,925	5,925	5,897
From General Fund	1,042,880	1,133,108	991,473	1,313,817
From Solid Waste Fund	5,317	13,981	12,954	14,960
From Water & Sewer Fund	12,519	18,027	18,027	18,556
Total	\$ 1,064,011	\$ 1,174,367	\$ 1,030,379	\$ 1,356,623
=Base request				\$ 1,356,623
+Decision Packages - From Internal Service Fund				-
=Total				\$ 1,356,623



Human Resources by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EHR001	Manage recruitment, placement, retention, and staff well-being.	2.40	4,992.00	\$ 202,415	\$ 266,505
EHR002	Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.	2.40	4,992.00	186,046	244,953
EHR003	Manage a fair classification and compensation plan, and a benefits system.	5.30	11,024.00	450,241	592,799
EHR004	Manage career management, staff development and training, in support of the City's performance management.	2.90	6,032.00	191,676	252,366
		<u>13.00</u>	<u>27,040.00</u>	<u>\$ 1,030,379</u>	<u>\$ 1,356,623</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 699,986	\$ 736,783	\$ 699,136	\$ 756,643
• Materials & Supplies	49,445	66,410	59,707	71,535
• Contracts	290,894	324,595	234,957	236,757
• Unemployment Reimburse	23,686	46,579	36,579	46,579
• Capital	-	-	-	-
Total	\$ 1,064,011	\$ 1,174,367	\$ 1,030,379	\$ 1,111,514
=Base request				\$ 1,111,514
+Decision packages				80,210
+Decision packages - Compensation Equity				164,899
=Total				\$ 1,356,623



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$164,899	\$0	\$164,899
Benefits Manager	2	80,210	0	80,210
Total Decision Packages		\$245,109	\$0	\$245,109



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Market Analysis Software	2	\$18,500	\$0	\$18,500
NeoGov Bundle (e-forms, onboarding, performance)	3	54,760	0	54,760
NeoGov Performance Management System	4	28,558	0	28,558
Vehicle for Human Resources	5	24,125	0	24,125
Compensation Manager Laptop	6	2,449	0	2,449
HR Training Room Technology	7	4,000	0	4,000



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Training	8	5,000	0	5,000
Part-time File Clerk	9	17,579	0	17,579
Compensation Specialist	10	46,655	0	46,655
Employee Relations Coordinator	11	63,210	0	63,210
LinkedIn Recruitment	12	25,760	0	25,760
Total Decision Packages		\$290,596	\$0	\$290,596



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
<i>Wellness Fund:</i>				
Wellness Coordinator	1	\$28,528	\$0	\$28,528
Healthy Life Portal	2	33,771	0	33,771
Total Decision Packages		\$62,299	\$0	\$62,299

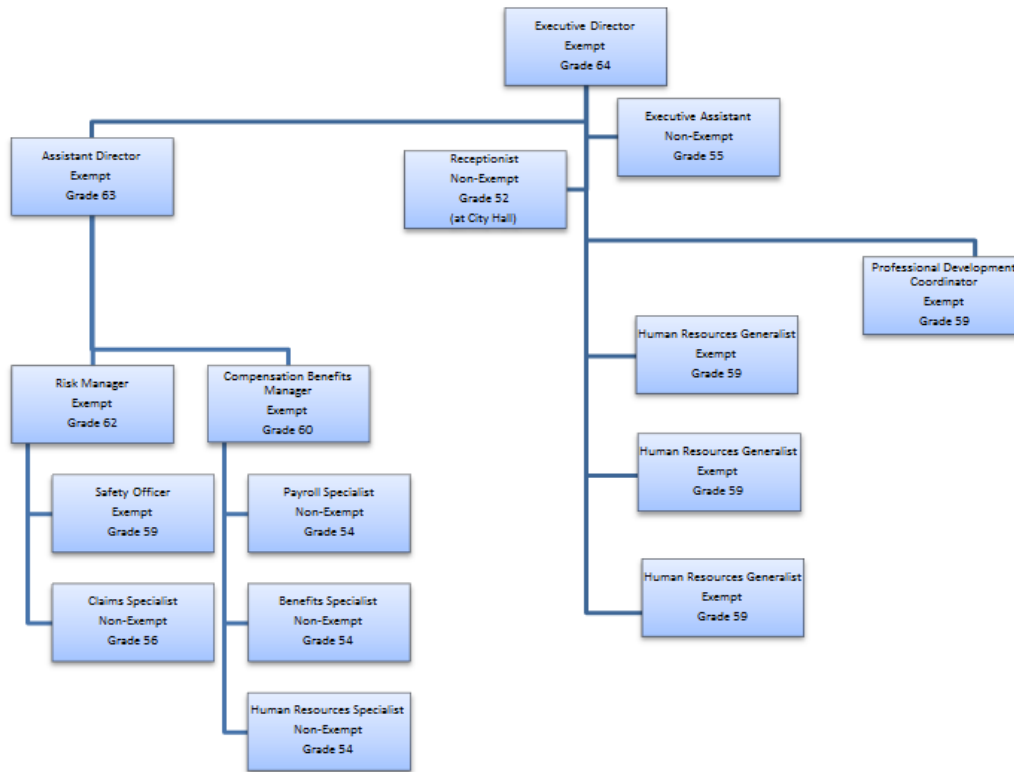


City Manager's Comments





Human Resources Department



DIVISION MISSION STATEMENT

The Human Resources mission is to recruit, train, engage, and retain a diverse, valuable, and safe workforce in support of public safety, public works, and all city services.

MISSION ELEMENTS

- Manage recruitment, placement, retention and staff well-being.
- Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.
- Manage a fair classification and compensation plan, and a benefits system.
- Manage career management, staff development and training, in support of the City's performance management initiative.

GOALS

- Implementation of a new compensation system
- Design a new performance appraisal system
- Create an organizational development academy
- Continued focus on wellness to include:
 - Nutrition
 - Smoking cessation
 - Obesity

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623
\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623

Expenditure Summary

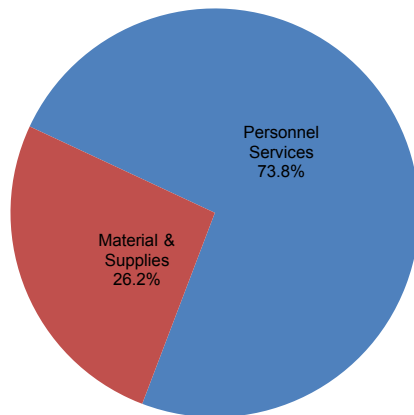
Personnel Services

Material & Supplies

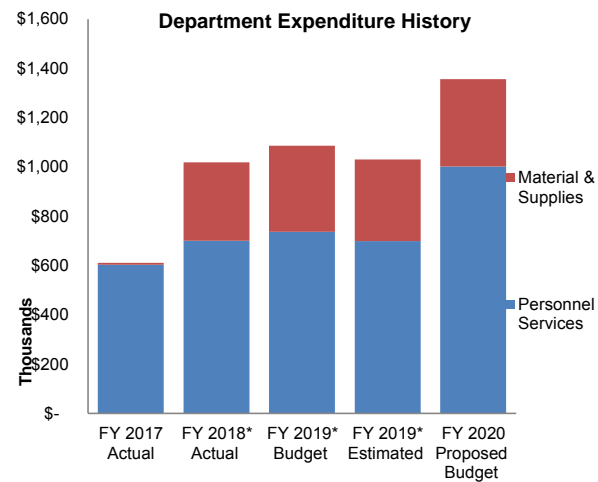
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 699,986	\$ 736,783	\$ 699,136	\$ 1,001,752
319,207	349,746	331,243	354,871
\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623

Department Expenditures



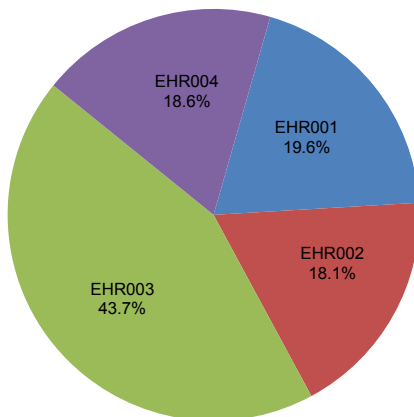
Department Expenditure History



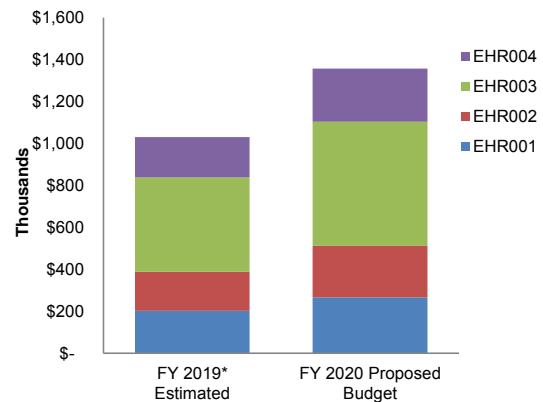
*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
EHR001	Manage recruitment, placement, retention, and staff well-being.	2.40	4,992.00	\$ 202,140	\$ 266,143
EHR002	Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.	2.40	4,992.00	186,046	244,953
EHR003	Manage a fair classification and compensation plan, and a benefits system.	6.30	13,104.00	450,289	592,862
EHR004	Manage career management, staff development and training, in support of the City's performance management.	2.90	6,032.00	191,904	252,665
		<u>14.00</u>	<u>29,120.00</u>	<u>\$ 1,030,379</u>	<u>\$ 1,356,623</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Staffing			
Assistant Director of Human Resources	1.00	1.00	1.00
Benefits Manager ¹	-	-	1.00
Benefits Specialist	1.00	1.00	1.00
Compensation & Benefits Manager ²	1.00	1.00	-
Compensation Manager ²	-	-	1.00
Compensation Specialist ³	-	-	2.00
Executive Assistant/Wellness Coordinator	1.00	1.00	1.00
Executive Director of Human Resources	1.00	1.00	1.00
Human Resources Assistant ⁴	1.00	-	-
Human Resources Generalist	3.00	3.00	3.00
Human Resources Specialist ³	-	1.00	-
Learning & Development Coordinator ⁵	-	-	1.00
Learning & Development Manager ⁶	-	-	1.00
Payroll Specialist ³	1.00	1.00	-
Professional Development & Training Coordinator ⁶	1.00	1.00	-
Receptionist	1.00	1.00	1.00
Total Staffing	12.00	12.00	14.00

¹ - In FY 2020, added Benefits Manager per decision package approved by City Manager

² - In FY 2020, reclassified Compensation & Benefits Manager to Compensation Manager

³ - In FY 2020, reclassified Human Resources Specialist and Payroll Specialist to Compensation Specialists

⁴ - In FY 2018*, reclassified Human Resources Assistant

⁵ - In FY 2020, added Learning & Development Coordinator

⁶ - In FY 2020, reclassified Professional Development & Training Coordinator to Learning & Development Manager

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Human Resources					
Personnel Services					
010-2305-418.40-05	FULL-TIME SALARIES	\$ 554,457	\$ 584,832	\$ 550,825	\$ -
010-2305-418.40-25	LONGEVITY	1,731	2,544	1,949	-
010-2305-418.40-37	BILINGUAL PAY	2,400	2,400	2,400	-
010-2305-418.40-50	CAR ALLOWANCE	3,000	3,000	3,000	-
010-2305-418.40-81	GROUP INSURANCE	39,609	-	-	-
010-2305-418.40-82	MEDICAL INSURANCE	-	29,648	34,631	-
010-2305-418.40-83	DENTAL INSURANCE	-	2,482	2,661	-
010-2305-418.40-84	LIFE INSURANCE	-	216	192	-
010-2305-418.40-85	RETIREMENT - TMRS	55,608	66,094	60,742	-
010-2305-418.40-87	SOCIAL SECURITY	42,226	36,113	33,867	-
010-2305-418.40-88	MEDICARE	-	8,446	7,920	-
010-2305-418.40-89	WORKERS COMPENSATION	955	1,008	949	-
610-2305-418.40-05	FULL-TIME SALARIES	-	-	-	782,771
610-2305-418.40-25	LONGEVITY	-	-	-	2,784
610-2305-418.40-37	BILINGUAL PAY	-	-	-	2,400
610-2305-418.40-50	CAR ALLOWANCE	-	-	-	3,000
610-2305-418.40-82	MEDICAL INSURANCE	-	-	-	52,780
610-2305-418.40-83	DENTAL INSURANCE	-	-	-	3,475
610-2305-418.40-84	LIFE INSURANCE	-	-	-	244
610-2305-418.40-85	RETIREMENT - TMRS	-	-	-	93,412
610-2305-418.40-87	SOCIAL SECURITY	-	-	-	48,256
610-2305-418.40-88	MEDICARE	-	-	-	11,285
610-2305-418.40-89	WORKERS COMPENSATION	-	-	-	1,345
Personnel Services		699,986	736,783	699,136	1,001,752
Supplies					
010-2305-418.41-10	OFFICE	1,232	2,000	1,547	-
010-2305-418.41-15	POSTAGE/CARRIER SERVICE	1,296	2,000	463	-
010-2305-418.41-20	UNIFORMS AND CLOTHING	104	500	500	-
010-2305-418.41-25	SUBSCRIPTION/PUBLICATIONS	1,285	1,000	1,000	-
010-2305-418.41-35	PRINT SUPPLIES	1,847	5,000	2,218	-
010-2305-418.41-40	COMPUTER SUPPLIES	92	800	554	-
010-2305-418.41-60	FOOD SUPPLIES	498	900	600	-
010-2305-418.41-65	MINOR TOOLS	53	-	-	-
010-2305-418.41-70	CLEANING SUPPLIES	-	-	10	-
610-2305-418.41-10	OFFICE	-	-	-	2,000
610-2305-418.41-15	POSTAGE/CARRIER SERVICE	-	-	-	2,000
610-2305-418.41-20	UNIFORMS AND CLOTHING	-	-	-	500
610-2305-418.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	1,000
610-2305-418.41-35	PRINT SUPPLIES	-	-	-	5,000
610-2305-418.41-40	COMPUTER SUPPLIES	-	-	-	800
610-2305-418.41-60	FOOD SUPPLIES	-	-	-	900
Supplies		6,406	12,200	6,892	12,200
Repair & Maintenance					
010-2305-418.42-43	COMPUTER/SOFTWARE MAINT	479	-	-	-
010-2305-418.43-45	COMPUTER SOFTWARE	146	-	-	-
Repair & Maintenance		626	-	-	-

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Support Services					
010-2305-418.44-04	WATER SERVICE	\$ 125	\$ 240	\$ 225	\$ -
010-2305-418.44-05	TELEPHONE	216	500	500	-
010-2305-418.44-10	EQUIPMENT RENTAL/LEASE	10,222	12,000	12,000	-
010-2305-418.44-25	LEGAL AND PUBLIC NOTICES	409	2,700	957	-
010-2305-418.44-26	PROMOTION AND ADVERTISING	-	-	85	-
010-2305-418.44-28	NOTICES REQUIRED BY LAW	-	300	-	-
010-2305-418.44-30	TRAINING AND TRAVEL	6,812	7,770	7,771	-
010-2305-418.44-32	TUITION REIMBURSEMENT	14,506	20,000	20,000	-
010-2305-418.44-45	PUBLIC LIAB INSURANCE	-	50	50	-
010-2305-418.44-70	TROPHIES AND AWARDS	8,133	10,000	9,000	-
010-2305-418.44-75	DUES AND MEMBERSHIPS	370	500	1,487	-
610-2305-418.44-04	WATER SERVICE	-	-	-	240
610-2305-418.44-05	TELEPHONE	-	-	-	500
610-2305-418.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	8,731
610-2305-418.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	2,700
610-2305-418.44-26	PROMOTION AND ADVERTISING	-	-	-	600
610-2305-418.44-28	NOTICES REQUIRED BY LAW	-	-	-	300
610-2305-418.44-30	TRAINING AND TRAVEL	-	-	-	10,770
610-2305-418.44-32	TUITION REIMBURSEMENT	-	-	-	20,000
610-2305-418.44-45	PUBLIC LIAB INSURANCE	-	-	-	58
610-2305-418.44-70	TROPHIES AND AWARDS	-	-	-	10,000
610-2305-418.44-75	DUES AND MEMBERSHIPS	-	-	-	2,200
Support Services		40,792	54,060	52,075	56,099
Minor Capital					
010-2305-418.46-05	OFFICE MACHINES AND EQUIP	1,549	-	-	-
010-2305-418.46-20	BOOKS AND REFRNCE MATERIALS	71	150	740	-
610-2305-418.46-20	BOOKS AND REFRNCE MATERIALS	-	-	-	150
610-2305-418.46-50	FURNITURE AND FIXTURES	-	-	-	3,086
Minor Capital		1,620	150	740	3,236
Professional Services					
010-2305-418.47-01	CONSULTING SERVICES	182,715	174,000	174,000	-
010-2305-418.47-05	MEDICAL / COUNSELING	38,880	40,207	39,207	-
010-2305-418.47-07	TESTING SERVICES	17,649	15,850	15,850	-
010-2305-418.47-10	ARBITRATION SERVICES	550	550	450	-
010-2305-418.47-11	LEGAL SERVICES	330	150	100	-
010-2305-418.47-99	SPECIAL SERVICES	5,953	6,000	5,350	-
610-2305-418.47-01	CONSULTING	-	-	-	174,000
610-2305-418.47-05	MEDICAL/COUNSELING SERVIC	-	-	-	40,207
610-2305-418.47-07	TESTING SERVICES	-	-	-	15,850
610-2305-418.47-10	ARBITRATION SERVICES	-	-	-	550
610-2305-418.47-11	LEGAL SERVICES	-	-	-	150
610-2305-418.47-99	SPECIAL SERVICES	-	-	-	6,000
Professional Services		246,076	236,757	234,957	236,757
Designated Expenses					
010-2305-418.50-70	UNEMPLOYMENT REIMBURSE	23,686	46,579	36,579	-
610-2305-418.50-70	UNEMPLOYMENT REIMBURSE	-	-	-	46,579
Designated Expenses		23,686	46,579	36,579	46,579
Human Resources		\$ 1,019,193	\$ 1,086,529	\$ 1,030,379	\$ 1,356,623

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

EMPLOYMENT SERVICES

Mission Element 1: Manage recruitment, placement, retention, and staff well-being.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Screen applications to seek a talent-based	3,120	18,000	12,800	13,017	15,000	11,820	12,000
Refer applicants.	1,560	6,000	6,500	7,102	7,500	5,434	6,000
Schedule interviews.	780	500	N/A	646	700	1,372	1,200
Hire talent.	780	200	148	204	220	252	220
Attend local job fairs.	16	5	N/A	N/A	5	5	5
Administer entry level firefighters exams.	12	2	2	2	2	2	2
Administer promotional Fire exams.	12	2	2	2	2	1	2
Administer entry level police exams.	12	2	2	2	2	1	1
Administer promotional police exams.	12	2	2	2	2	1	2
Decrease Classified employee turnover.		13%	N/A	18.91%	15%	26%	15%
Decrease Police officer turnover.		10%	N/A	10.75%	9%	11%	9%
Decrease Firefighter turnover.		10%	N/A	11.90%	8%	12%	8%
Average amount of time to fill a position.		3 weeks	N/A	N/A	3 weeks	8 weeks	4 weeks
Coordinate service awards.	480	1	1	1	1	1	1

Mission Element 2: Communicate and enforce policies, rules and practices that are in compliance with employment law and regulations.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review disciplinary action items.	431	20	N/A	N/A	15	18	15
Review employment policies.	431	65	10	10	10	66	10

COMPENSATION AND BENEFITS DIVISION:

Mission Element 1: Manage a fair classification and compensation plan, and a benefits system.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Conduct market driven compensation study.	960	1	1	1	1	1	1
Review job descriptions.	780	150	N/A	N/A	50	383	50
Review reclassifications.	520	10	N/A	39	20	20	20
Monitor employees enrolled in the healthcare plan.		950	N/A	947	960	860	970
Monitor employees' dependents enrollment.		1,400	N/A	1,495	1,500	776	1,500
Monitor employee who opt out of the healthcare plan.		300	N/A	333	300	288	300
Monitor employees who participate in wellness. incentive and wellness assessment.	1,040	947	750	742	780	792	820
Offer onsite flu shots to all employees.	8	80	100	60	100	141	220
Monitor employees who have City gym membership.		130	N/A	631	740	450	740
Review and purge employee files per purging schedule.	1,040	200	N/A	N/A	225	300	250
Review and purge employee applications per purging schedule.	1,040	100	N/A	N/A	100	170	125

LEARNING AND DEVELOPMENT DIVISION:

Mission Element 1: Manage career management, staff development and training, in support of the City's performance management.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Monitor new employee orientation sessions.	96	12	N/A	12	12	12	12
Process onboarding.	416	190	N/A	194	200	252	220
Monitor education assistance class enrollment.	260	50	N/A	49	55	29	35
Monitor bilingual testing.	8	10	N/A	4	5	10	5
Provide online annual training.	520	4	N/A	0	3	2	5
Provide online training classes.	520	50	N/A	0	50	2,902	2,000
Provide various training.	520	10	N/A	11	15	556	500
Provide Leadership Academy.	288	2	1	1	2	1	1



Human Resources – Risk Management





FY 2020 Proposed Budget Presentation

Fund: Risk Management

Internal Service Fund

Department: Human Resources

Division: Risk Management

Mission

Risk Management's mission is to establish effective controls to minimize the City's risk while providing optimum services to employees and its citizens through centralized administration of workers compensation, liability claims, property insurance, and other risk management programs.



Mission Elements

- ☐ Ensure compliance with risk policies and procedures through training.
- ☐ Ensure compliance with safety policies and procedures through training.
- ☐ Manage workers compensation, liability and property insurance, and associated claims.



By the Numbers:

- ☐ Manage an effective risk and safety program.
 - ☐ Risk Management Policy and Safety Manual is out for final review and signature by City Manager.
- ☐ Continue to manage an effective loss prevention and risk mitigation program.
 - ☐ Anticipate a 5-10% reduction in preventable incident frequency in the next 2-5FYs.
- ☐ Manage appropriate insurance programs to ensure proper coverage and cost benefits.
 - ☐ Continued to utilize same workers compensation, property and liability insurance – TMLIRP selected as provider/vendor.



By the Numbers:

- ☐ Reduce preventable work-related injuries.
 - ☐ Fiscal year to date – 10 preventable injuries (-60%).
 - ☐ Estimated end of FY19 – 20 preventable injuries.
 - ☐ Provided over 20 on-site safety visits/training with at least 25 planned for FY20.
- ☐ Reduce preventable work-related vehicle accidents.
 - ☐ Fiscal year to date – 24 preventable vehicle accidents (-33%).
 - ☐ Estimated end of FY19 – 48 preventable vehicle accidents.
 - ☐ Provided over 20 on-site safety visits/training with at least 25 planned for FY20.
- ☐ Conduct monthly Safety Committee Meetings to review preventable accidents and share safety information with Department representatives.



Goals for FY 2020

- ☐ Train departments/divisions on the new Risk Management Policy and Safety Manual.
- ☐ Continue to instill safety awareness to City employees with a goal to reduce preventable accidents/incidents.
- ☐ Continue to train employees in loss prevention practices, risk mitigation, and proper utilization of workers compensation program.



How Risk Management Fits in the Enterprise in FY 2020 – Staffing & Budget

0.24% of FTEs in Enterprise
FTEs in All Funds



0.65% of Expenses in Enterprise
Expenses in All Funds



All Funds FTEs = 1,273.95

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	3.00	3.00	3.00



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
From General Fund	781,808	817,847	817,847	768,158
From Water & Sewer Fund	158,723	166,040	166,040	352,053
From Solid Waste Fund	196,129	205,169	205,169	161,300
From KFHRA Fund	78,785	82,358	82,358	93,878
From Drainage Fund	27,660	28,935	28,935	36,411
From Street Maintenance Fund	-	-	-	19,945
From HOT Fund	23,776	24,872	24,872	13,915
From Skylark Field Fund	15,108	15,863	15,863	4,018
From Internal Service Fund	-	-	-	-
To Internal Service Fund	(70,690)	-	(73,944)	(80,000)
Total	\$ 1,281,989	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678
=Base request				\$ 1,369,678
+Decision Packages - From Internal Service Fund				-
=Total				\$ 1,369,678



Risk Management by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EHR005	Ensure compliance with risk policies and procedures.	0.53	1,102.40	\$ 1,115,064	\$ 1,205,296
EHR006	Ensure compliance with safety policies and procedures.	1.23	2,558.40	76,917	83,141
EHR007	Manage workers compensation, liability and property insurance, and associated claims.	1.24	2,579.20	75,159	81,241
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 1,267,140</u>	<u>\$ 1,369,678</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 128,370	\$ 178,445	\$ 164,323	\$ 181,023
• Materials & Supplies	1,281	6,500	5,941	7,180
• Insurance	1,081,479	1,155,539	1,096,314	1,160,480
• Contracts	169	600	562	634
• Capital Outlay	-	-	-	-
Total	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,349,317
=Base request				\$ 1,349,317
+Decision package - Compensation Equity				20,361
=Total				\$ 1,369,678



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$20,361	\$0	\$20,361
Total Decision Packages		\$20,361	\$0	\$20,361



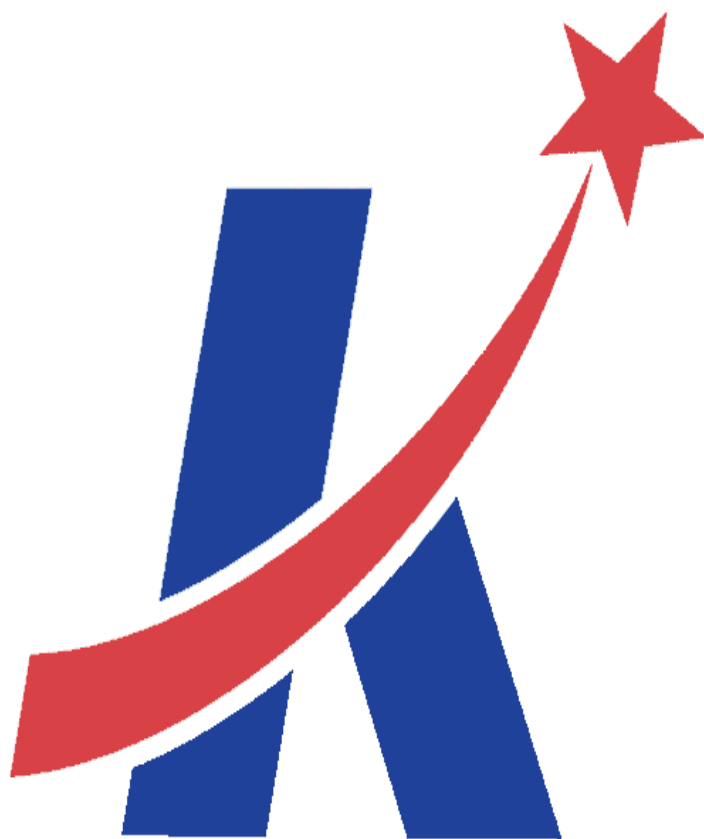
Decision Packages Disapproved by City Manager

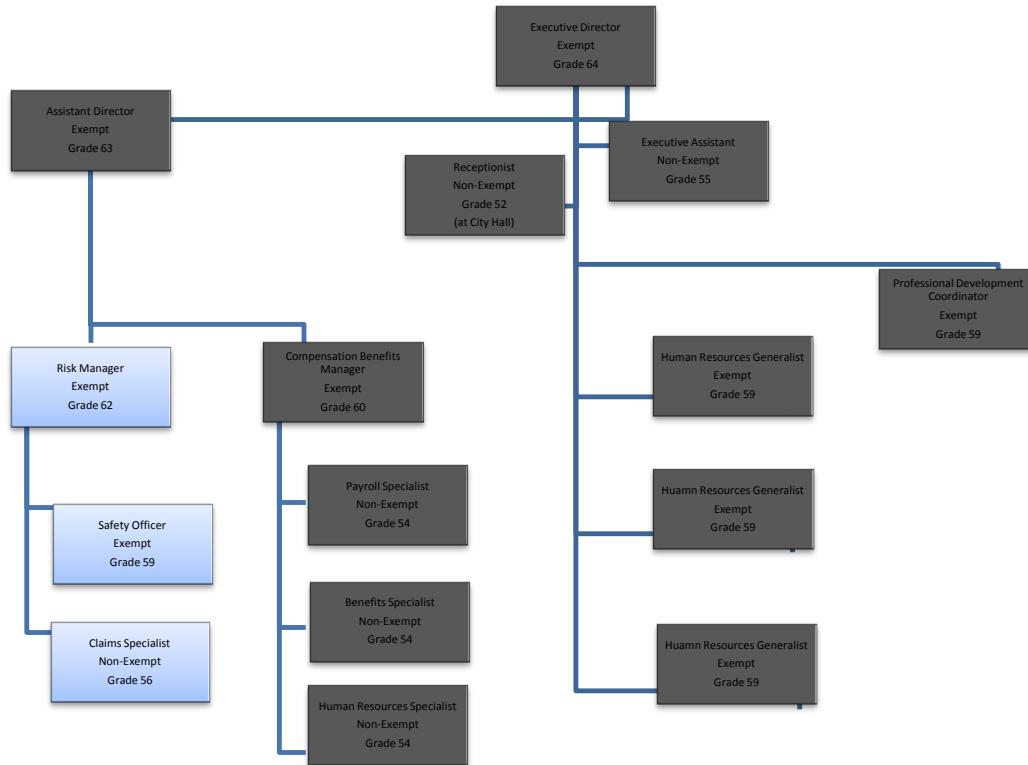
Description	Priority	Expense	Revenue	Net Cost
Vehicle for Risk Management	1	\$24,125	\$0	\$24,125
Total Decision Packages		\$24,125	\$0	\$24,125



City Manager's Comments







DIVISION MISSION STATEMENT

Risk Management's mission is to establish effective controls to minimize the City's risk while providing optimum services to employees and its citizens through centralized administration of workers compensation, liability claims, property insurance, and other risk management programs.

MISSION ELEMENTS

- Ensure compliance with risk policies and procedures through training.
- Ensure compliance with safety policies and procedures through training.
- Manage workers compensation, liability and property insurance, and associated claims.

GOALS

- Train departments/divisions on the new Risk Management Policy and Safety Manual.
- Continue to instill safety awareness to City employees with a goal to reduce preventable accidents/incidents.
- Continue to train employees in loss prevention practices, risk mitigation, and proper utilization of workers compensation program.

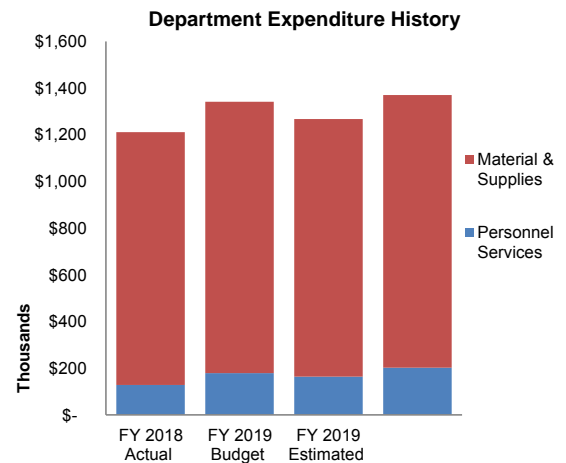
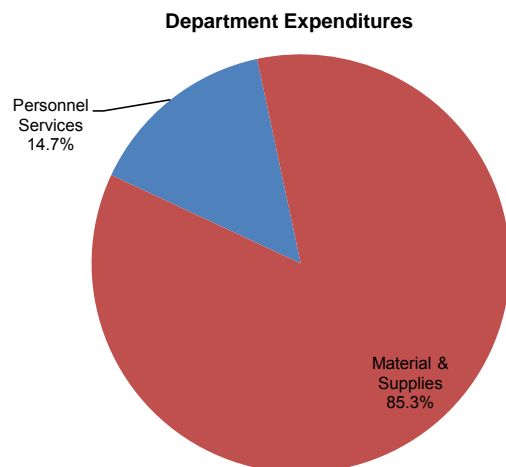
FINANCIAL INFORMATION

Revenue Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Transfer from General Fund	\$ 781,808	\$ 817,847	\$ 817,847	\$ 768,158
Transfer from Hotel Occupancy Tax Fund	23,776	24,872	24,872	13,915
Transfer from Street Maintenance Fund	-	-	-	19,945
Transfer from KFHRA Fund	78,785	82,358	82,358	93,878
Transfer from Skylark Field Fund	15,108	15,863	15,863	4,018
Transfer from Solid Waste Fund	196,129	205,169	205,169	161,300
Transfer from Water & Sewer Fund	158,723	166,040	166,040	352,053
Transfer from Drainage Fund	27,660	28,935	28,935	36,411
Interest and Other	204	-	2,480	3,500
General Resources	(70,894)	-	(76,424)	(83,500)
Total	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678

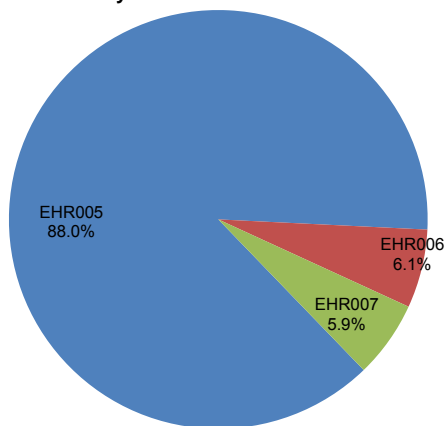
Expenditure Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Personnel Services	\$ 128,370	\$ 178,445	\$ 164,323	\$ 201,384
Material & Supplies	1,082,929	1,162,639	1,102,817	1,168,294
Total	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678

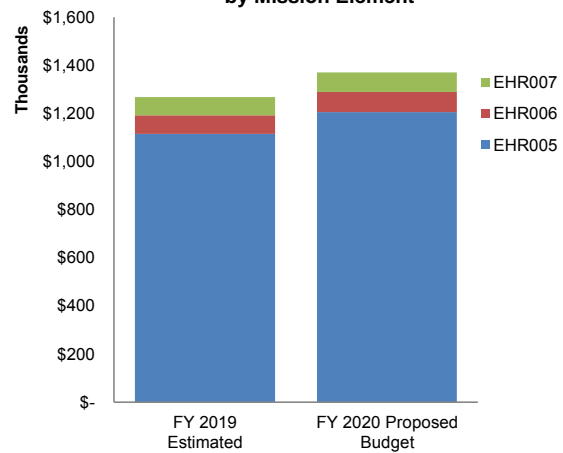


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EHR005	Ensure compliance with risk policies and procedures.	0.53	1,102.40	\$ 1,115,064	\$ 1,205,296
EHR006	Ensure compliance with safety policies and procedures.	1.23	2,558.40	76,917	83,141
EHR007	Manage workers compensation, liability and property insurance, and associated claims.	1.24	2,579.20	75,159	81,241
		<u>3.00</u>	<u>6,240.00</u>	<u>\$ 1,267,140</u>	<u>\$ 1,369,678</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Claims Specialist
Risk Manager
Safety Officer
Total Staffing

FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Risk Management Fund					
Personnel Services					
623-2311-418.40-05	FULL-TIME SALARIES	\$ 104,091	\$ 143,884	\$ 132,455	\$ 161,738
623-2311-418.40-25	LONGEVITY	175	384	275	480
623-2311-418.40-37	BILINGUAL PAY	413	900	900	900
623-2311-418.40-81	GROUP INSURANCE	5,152	-	-	-
623-2311-418.40-82	MEDICAL INSURANCE	-	4,941	4,941	5,498
623-2311-418.40-83	DENTAL INSURANCE	-	827	747	827
623-2311-418.40-84	LIFE INSURANCE	-	54	49	54
623-2311-418.40-85	RETIREMENT - TMRS	10,401	16,186	14,614	19,264
623-2311-418.40-87	SOCIAL SECURITY	7,960	8,934	8,198	10,005
623-2311-418.40-88	MEDICARE	-	2,089	1,917	2,340
623-2311-418.40-89	WORKERS COMPENSATION	178	246	227	278
	Personnel Services	128,370	178,445	164,323	201,384
Supplies					
623-2311-418.41-10	OFFICE	-	-	11	100
623-2311-418.41-35	PRINT SUPPLIES	-	200	-	200
	Supplies	-	200	11	300
Support Services					
623-2311-418.44-05	TELEPHONE	-	-	-	580
623-2311-418.44-15	INSURANCE	1,081,479	1,155,539	1,096,314	1,160,480
623-2311-418.44-30	TRAINING AND TRAVEL	1,017	6,000	1,585	6,000
623-2311-418.44-75	DUES AND MEMBERSHIPS	75	300	75	300
	Support Services	1,082,572	1,161,839	1,097,974	1,167,360
Minor Capital					
623-2311-418.46-37	TELEPHONE EQUIPMENT	189	-	189	-
623-2311-418.46-40	COMPUTER EQUIP/SOFTWARE	-	-	2,581	-
623-2311-418.46-50	FURNITURES AND FIXTURES	-	-	1,500	-
	Minor Capital	189	-	4,270	-
Professional Services					
623-2311-418.47-30	ACCOUNTING SERVICES	169	600	562	634
	Professional Services	169	600	562	634
	Risk Management Fund	\$ 1,211,299	\$ 1,341,084	\$ 1,267,140	\$ 1,369,678

Mission Element 1: Implement and manage an effective loss prevention and risk mitigation program.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Finalize, approve and manage an effective risk mitigation program.	37	1	N/A	N/A	1	1	0
Monitoring of preventable injuries.	37	43	N/A	43	41	20	35
Implement loss prevention protocols thru training.	37	1	N/A	N/A	1	1	1
Monitor preventable work-related vehicle accidents.	37	66	N/A	66	62	48	50
Manage a loss prevention protocols thru training.	37	1	N/A	N/A	1	1	1

Mission Element 2: Implement and manage an effective safety program.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Implement and manage an effective safety program.	187	1	N/A	N/A	1	1	0

Mission Element 3: Manage appropriate insurance programs to ensure proper coverage and cost benefits.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Implement and manage appropriate analysis tool to ensure proper coverage and cost benefits.	6,512	1	N/A	N/A	1	1	1





Information Technology





FY 2020 Proposed Budget Presentation

Fund: Information Technology

Internal Service Fund

Department: Information Technology

Mission

To improve operational efficiencies and employee productivity through the use of technology, innovative solutions, and quality IT services.



Mission Elements

- ☐ Provide a secure, reliable, and cost-effective network.
- ☐ Establish standards for software and hardware support.
- ☐ Provide enterprise applications, support, and procurement.



By the Numbers:

☐ Provide a secure, reliable, and cost-effective network:

<input type="checkbox"/> Number of Computers:	1,183
<input type="checkbox"/> Number of City facilities connected to network	48
<input type="checkbox"/> Number of telephone extensions:	1,409

☐ Provide standard software and hardware support:

<input type="checkbox"/> City Applications Supported on the network:	1,265
<input type="checkbox"/> Work orders opened / closed:	5,649 / 5,649
<input type="checkbox"/> Calls to the help desk:	10,077



By the Numbers:

- ❑ Provide enterprise applications support:
 - ❑ Number of enterprise software applications: 60
 - ❑ Number of Servers: 83
 - ❑ Number of projects completed: 21



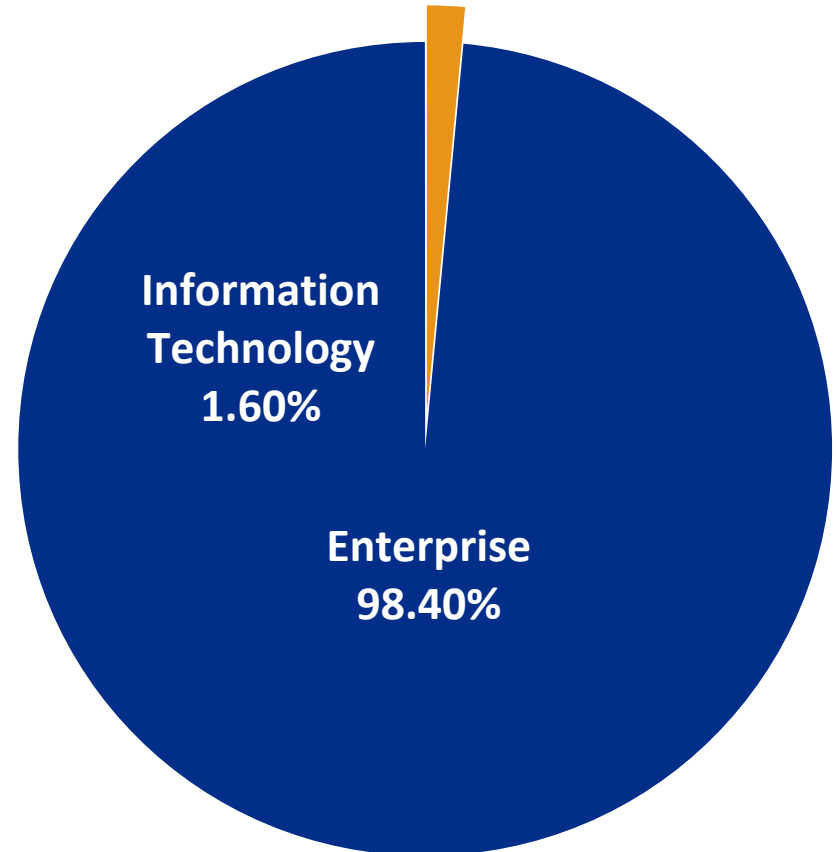
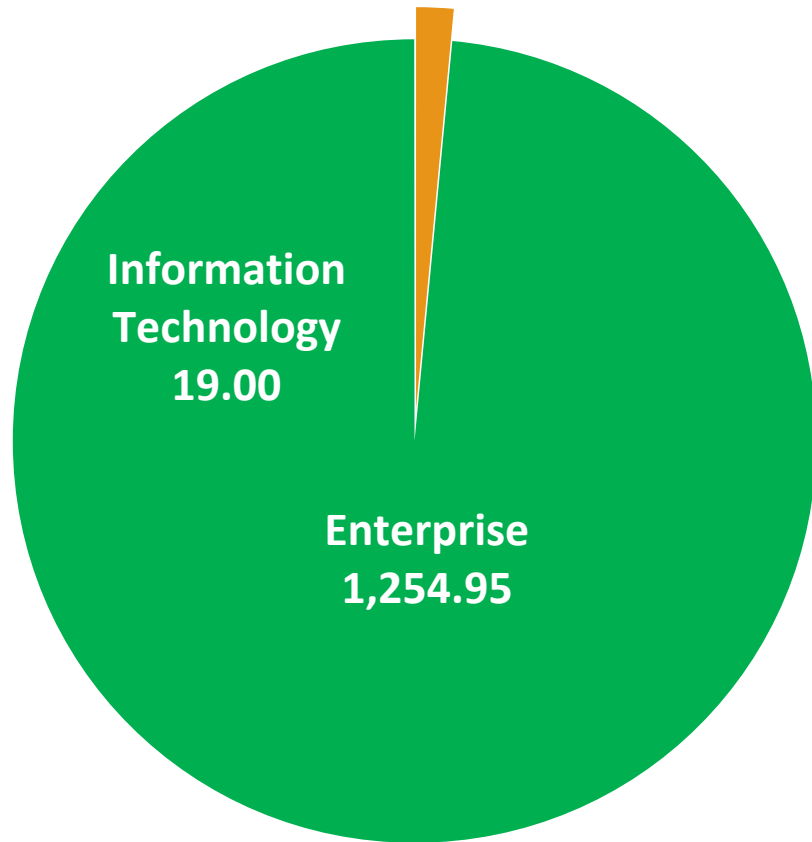
Goals for FY 2020

- ☐ Deploy new features from our telecommunication system
- ☐ Install outdoor Wi-Fi at some public locations
- ☐ Install backup Data Center
- ☐ Upgrade virtualization software
- ☐ Upgrade PC and server operating systems
- ☐ Upgrade network storage capabilities
- ☐ Improve IT relations across the enterprise



How Information Technology Fits in the Enterprise in FY 2020 – Staffing & Budget

1.49% of FTEs in Enterprise 1.60% of Expenses in Enterprise
FTEs in All Funds Expenses in All Funds



All Funds FTEs = 1,273.95

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	24.00	24.00	19.00

FY 2020

Transferred seven (7) GIS positions to Engineering Services.

Added two positions during FY 2019 as recommended by consultant.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From General Fund	1,055,827	1,099,887	1,099,887	1,785,662
From Water & Sewer Fund	1,158,196	1,188,475	1,188,475	938,649
From Solid Waste Fund	270,409	290,600	290,600	430,060
From Aviation Fund	114,150	117,118	117,118	100,000
From Drainage Fund	168,694	174,754	174,754	97,080
From Street Maintenance Fund	-	-	-	53,178
From HOT Fund	42,200	44,310	44,310	37,100
Miscellaneous Revenue	5,236	-	10,114	10,135
From (To) Internal Service Fund	(368,017)	-	380,676	(106,028)
Total	\$ 2,446,695	\$ 2,915,144	\$ 3,305,934	\$ 3,345,836
=Base request				\$ 3,345,836
+Decision Packages - From Internal Service Fund				-
=Total				\$ 3,345,836



Information Technology by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EIT001	Provide a secure, reliable, and cost-effective network.	6.64	13,811.20	\$ 889,190.54	\$ 899,923
EIT002	Establish standards for software and hardware support.	7.73	16,078.40	933,202	944,466
EIT003	Provide enterprise applications, support, and procurement.	4.63	9,630.40	1,483,541	1,501,447
		<u>19.00</u>	<u>39,520.00</u>	<u>\$ 3,305,934</u>	<u>\$ 3,345,836</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 1,495,486	\$ 1,578,126	\$ 1,568,376	\$ 1,302,649
• Materials & Supplies	863,615	1,030,468	1,531,040	1,494,012
• Contracts	4,323	21,550	21,518	1,679
• Capital Outlay	83,271	285,000	185,000	185,000
Total	\$ 2,446,695	\$ 2,915,144	\$ 3,305,934	\$ 2,983,340
=Base request				\$ 2,983,340
+Decision packages				250,000
+Decision package - Compensation Equity				112,496
=Total				\$ 3,345,836



Explanation of Expense Variance

- ☐ Cost of living increases.
- ☐ Inflationary increase.
- ☐ Moved funds for consulting services to other operational accounts.
- ☐ Increase for recurring maintenance of computer/software agreements.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$112,496	\$0	\$112,496
IT Computer Equipment/Software [to address decision packages]		250,000	0	250,000
Total Decision Packages		\$362,496	\$0	\$362,496



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
VM Hardware Upgrade	4	\$355,000	\$0	\$355,000
Call Manager Phone System Replacement	5	135,000	0	135,000
Network (Data) Security	6	75,000	0	75,000
PC Replacement 5-Year Plan	7	300,000	0	300,000
Total Decision Packages		\$865,000	\$0	\$865,000



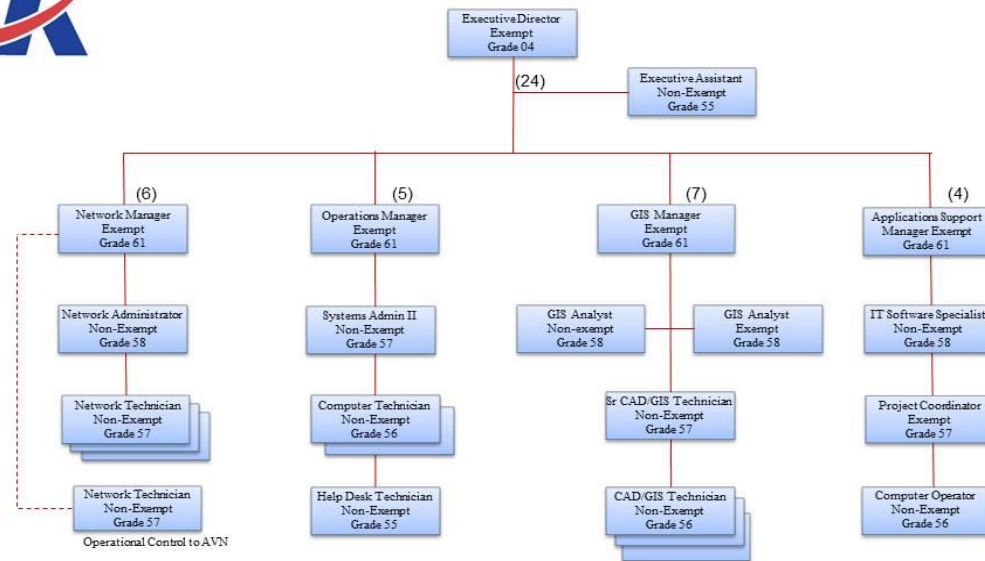
City Manager's Comments







Information Technology Services



DIVISION MISSION STATEMENT

To improve operational efficiencies and employee productivity through the use of technology, innovative solutions, and quality IT services.

MISSION ELEMENTS

- Provide a secure, reliable, and cost-effective network.
- Establish standards for software and hardware support.
- Provide enterprise applications, support, and procurement.

GOALS

- Deploy new features from our telecommunication system.
- Install outdoor Wi-Fi at some public locations.
- Install backup Data Center.
- Upgrade virtualization software.
- Upgrade PC and server operating systems.
- Upgrade network storage capabilities.
- Improve IT relations across the enterprise.

FINANCIAL INFORMATION

Revenue Summary

Transfer from General Fund	
Transfer from Hotel Occupancy Tax Fund	
Transfer from Street Maintenance Fund	
Transfer from KFHRA Fund	
Transfer from Solid Waste Fund	
Transfer from Water & Sewer Fund	
Transfer from Drainage Fund	
Interest and Other	
General Resources	
Total	

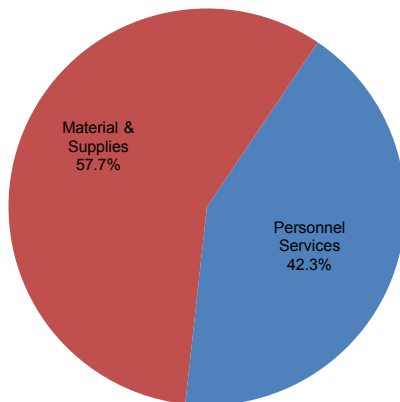
FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ -	\$ -	\$ -	\$ 580
1,081,479	1,155,539	1,096,314	1,160,480
1,017	6,000	1,585	6,000
75	300	75	300
189	-	189	-
-	-	2,581	-
-	-	1,500	-
169	600	562	4,061
1,363,767	1,752,705	2,203,128	2,174,415
\$ 2,446,696	\$ 2,915,144	\$ 3,305,934	\$ 3,345,836

Expenditure Summary

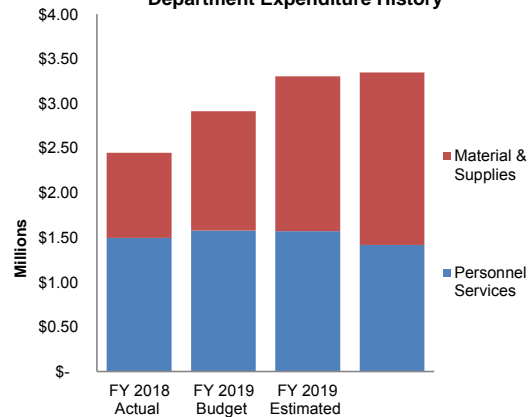
Personnel Services
Material & Supplies
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
\$ 1,495,487	\$ 1,578,126	\$ 1,568,376	\$ 1,415,145
951,210	1,337,018	1,737,558	1,930,691
\$ 2,446,696	\$ 2,915,144	\$ 3,305,934	\$ 3,345,836

Department Expenditures

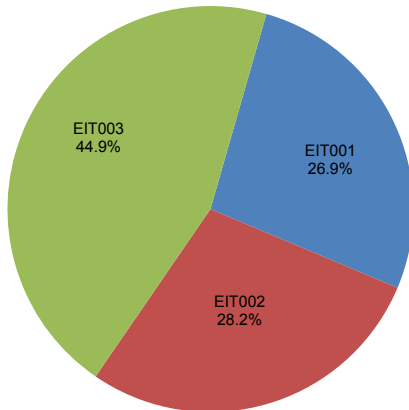


Department Expenditure History

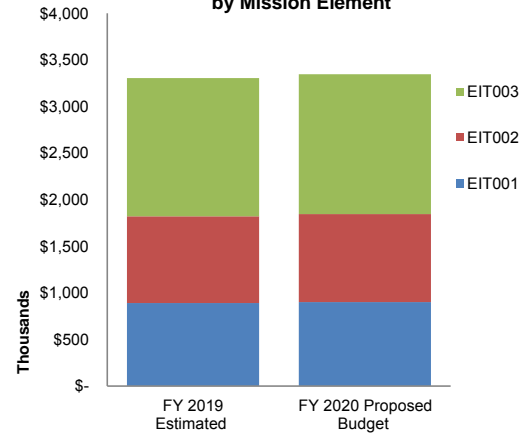


Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
EIT001	Provide a secure, reliable, and cost-effective network.	6.64	13,811.20	\$ 889,191	\$ 899,923
EIT002	Provide standard software and hardware support.	7.73	16,078.40	933,202	944,466
EIT003	Provide enterprise applications support.	4.63	9,630.40	1,483,541	1,501,447
		<u>19.00</u>	<u>39,520.00</u>	<u>\$ 3,305,934</u>	<u>\$ 3,345,836</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

Applications Support Manager	
CAD GIS Technician ¹	
Computer Operator	
Computer Technician	
Enterprise Operations Manager	
Executive Assistant	
Executive Director of Information Technology	
GIS Analyst ¹	
GIS Manager ¹	
Help Desk Technician ²	
Network Administrator	
Network Manager	
Network Technician	
Network Technician - Airport	
Project Coordinator	
Senior CAD/GIS Technician ¹	
Software Specialist	
Systems Administrator II	
Total Staffing	

FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
3.00	3.00	-
1.00	1.00	1.00
2.00	2.00	2.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
2.00	2.00	-
1.00	1.00	-
1.00	1.00	2.00
1.00	1.00	1.00
1.00	1.00	1.00
3.00	3.00	3.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	-
1.00	1.00	1.00
1.00	1.00	2.00
<u>24.00</u>	<u>24.00</u>	<u>19.00</u>

¹ - In FY 2020, moved three CAD/GIS Technicians, two GIS Analysts, one GIS Manager and one Senior CAD/GIS Technician from Information Technology to Engineering

² - In FY 2020, added one Help Desk Technician and one Systems Administrator II

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Information Technology Fund					
Personnel Services					
627-2705-419.40-05	FULL-TIME SALARIES	\$ 1,173,219	\$ 1,226,196	\$ 1,226,523	\$ 1,093,754
627-2705-419.40-15	OVERTIME	14	-	531	-
627-2705-419.40-25	LONGEVITY	8,628	10,368	8,857	7,057
627-2705-419.40-37	BILINGUAL PAY	750	600	1,200	600
627-2705-419.40-50	CAR ALLOWANCE	-	-	-	3,000
627-2705-419.40-55	ON CALL	7,370	7,560	4,720	7,560
627-2705-419.40-70	VACATION-4TH WEEK BUYBK.	-	2,400	-	2,400
627-2705-419.40-81	GROUP INSURANCE	95,741	-	-	-
627-2705-419.40-82	MEDICAL INSURANCE	-	88,944	87,760	76,971
627-2705-419.40-83	DENTAL INSURANCE	-	6,342	5,963	5,240
627-2705-419.40-84	LIFE INSURANCE	-	432	422	342
627-2705-419.40-85	RETIREMENT - TMRS	117,818	139,055	135,460	131,607
627-2705-419.40-87	SOCIAL SECURITY	88,936	75,435	76,040	67,503
627-2705-419.40-88	MEDICARE	-	17,643	17,784	15,788
627-2705-419.40-89	WORKERS COMPENSATION	3,010	3,151	3,116	3,323
Personnel Services		1,495,487	1,578,126	1,568,376	1,415,145
Supplies					
627-2705-419.41-10	OFFICE	711	627	1,027	1,000
627-2705-419.41-15	POSTAGE/CARRIER SERVICE	138	100	175	150
627-2705-419.41-20	UNIFORMS AND CLOTHING	629	500	800	500
627-2705-419.41-27	PUBLIC OUTREACH	2,320	7,000	2,556	-
627-2705-419.41-30	FUEL	1,094	1,700	1,265	1,350
627-2705-419.41-35	PRINT SUPPLIES	2,774	3,700	1,800	323
627-2705-419.41-37	PHONES AND ACCESSORIES	679	100	200	374
627-2705-419.41-60	FOOD SUPPLIES	702	705	100	-
627-2705-419.41-65	MINOR TOOLS	1,281	1,500	1,100	1,100
627-2705-419.41-75	MEDICAL AND CHEMICAL	-	50	100	125
627-2705-419.41-87	EXTINGUISHING CHEMICALS	-	-	80	250
Supplies		10,328	15,982	9,203	5,172
Repair & Maintenance					
627-2705-419.42-10	BUILDING MAINTENANCE	7,136	7,500	6,024	5,000
627-2705-419.42-43	COMPUTER MAINTENANCE	664,784	737,000	1,219,438	1,224,438
627-2705-419.43-15	VEHICLE REPAIR/MAINT	648	2,000	1,100	1,300
627-2705-419.43-40	COMPUTER REPAIRS	19,318	20,000	23,000	20,000
Repair & Maintenance		691,886	766,500	1,249,562	1,250,738
Support Services					
627-2705-419.44-04	WATER SERVICE	158	280	158	165
627-2705-419.44-05	TELEPHONE	55,965	29,820	30,000	28,927
627-2705-419.44-08	WASTE DISPOSAL	674	700	675	675
627-2705-419.44-09	INTERNET SERVICE	-	95,760	108,760	116,124
627-2705-419.44-10	EQUIPMENT RENTAL/LEASE	25,417	18,231	17,000	9,799
627-2705-419.44-30	TRAINING AND TRAVEL	12,262	10,000	10,000	10,000
627-2705-419.44-50	ELECTRICITY SERVICES	20,736	17,000	20,500	21,000
627-2705-419.44-75	DUES AND MEMBERSHIPS	175	400	-	-
Support Services		115,386	172,191	187,093	186,690

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Minor Capital					
627-2705-419.46-37	TELEPHONE EQUIPMENT	\$ -	\$ 1,200	\$ 4,208	\$ 1,200
627-2705-419.46-40	COMPUTER EQUIP/SOFTWARE	46,014	73,095	79,474	300,212
627-2705-419.46-50	FURNITURE AND FIXTURES	-	1,500	1,500	-
	Minor Capital	46,014	75,795	85,182	301,412
Professional Services					
627-2705-419.47-01	CONSULTING SERVICES	3,358	20,000	20,000	-
627-2705-419.47-07	TESTING SERVICES	600	300	300	300
627-2705-419.47-30	ACCOUNTING SERVICES	365	1,250	1,218	1,379
	Professional Services	4,323	21,550	21,518	1,679
Capital Outlay					
627-2705-419.61-40	COMPUTER EQUIP/SOFTWARE	83,271	285,000	185,000	185,000
	Capital Outlay	83,271	285,000	185,000	185,000
	Information Technology Fund	\$ 2,446,696	\$ 2,915,144	\$ 3,305,934	\$ 3,345,836

NETWORK DIVISION**Mission Element: Provide a secure, reliable, and cost-effective network.****Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Availability of Network resources.	-	99.99%	98.00%	99.00%	99.00%	99.00%	99.00%
Fiber network availability.	1,040	26.57 miles	99.00%	99.00%	99.00%	99.00%	99.00%
Network equipment availability.	6,240	129 devices	98.00%	99.00%	99.00%	99.00%	99.00%
Telephone systems availability.	2,080	99.90%	99.90%	99.90%	99.90%	99.90%	99.90%
Radio network availability.	1,040	14 links	99.00%	98.00%	99.00%	99.00%	99.00%
Active Wi-Fi buildings.	3,120	34	30	34	40	41	42
Availability of mobile devices.	2,080	99.00%	98.00%	98.00%	99.00%	99.00%	99.00%
Availability of video surveillance.	-	99.00%	99.00%	98.00%	99.00%	99.00%	99.00%
Availability of access control systems.	1,040	99.00%	99.00%	99.00%	99.00%	99.00%	99.00%

OPERATIONS DIVISION**Mission Element: Establish standards for software and hardware support.****Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
City systems (purchased) active on the network.	3,120	1,265	1,265	1,265	1,265	1,265	1,265
Work orders opened/closed (includes previous year).	5,302	4,500/4,600	4,750 / 4,750	5,302 / 5,288	5,330 / 5,330	5,649/5,649	5,600/5,600
Calls to the help desk.	2,080	13,000	8,400	9,459	9,750	10,077	10,000

APPLICATIONS SUPPORT DIVISION**Mission Element: Provide enterprise applications, support, and procurement.****Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Software applications.	2,080	29-Feb	60	60	60	60	60
Servers managed.	2,080	74	70	70	74	74	74
Licenses users supported.	2,080	800	1,265	1,265	1,265	1,265	1,265
Projects completed.	2,080	12	12	22	21	21	21



Legal





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Legal

Divisions: City Attorney &
City Secretary

Mission

The mission of the City Attorney's Office is to advance, support and defend the city's interests by providing efficient and effective legal services to the City of Killeen.



Mission Elements

- ☐ Provide Ongoing Advice to City Officials.
- ☐ Prepare and Review Legal Documents.
- ☐ Process Public Information Requests and Appeals to Attorney General.
- ☐ Prosecute Persons Accused of Violating State Laws and City Ordinances.
- ☐ Conduct Election of City Officials.
- ☐ Prepare Council Agendas/Meeting Minutes.
- ☐ City Records Management.
- ☐ Manage Appointments to Boards and Commissions.
- ☐ Process Permits (alcohol, assembly, block party, solicitors, taxi cab, police wrecker rotation).



By the Numbers:

☐ Provide Ongoing Advice to City Officials.

☐ Hours spent providing legal advice 1,414

☐ Prepare and Review Legal Documents.

☐ Hours spent preparing and reviewing documents 1,713

☐ Number of documents reviewed 4,366

☐ Process Public Information Requests and Appeals to Attorney General.

☐ Number of PIA Requests Received 3,249

☐ Number of Appeals to the Attorney General 430

☐ Prosecute Persons Accused of Violating State Laws and City Ordinances.

☐ Conviction rate on all cases tried in Municipal Court 100%



By the Numbers:

☐ Conduct Election of City Officials.

☐ Number of Elections 1

☐ Number of Candidate Packets Received 9

☐ Prepare Council Agendas/Meeting Minutes

☐ Number of Council Agenda Items Processed 196

☐ Number of Official Minutes Prepared 29

☐ Records Management

☐ Number of Shredding Days 1

☐ Manage Appointments to Boards & Commissions

☐ Number of applicants verified 137

☐ Permits Issued 348



Goals for FY 2020

- ☐ Advise City departments on new legislation and assist with implementation
- ☐ Develop Open Records policy and Employee Training
- ☐ Research consolidation of election polling locations
- ☐ Develop training and standardized rules for boards and commissions
- ☐ Utilize Legistar to create boards and commissions agendas
- ☐ Revise procedures relating to the processing of bankruptcies filed by those owing money to the city
- ☐ Draft/review ordinances updating the City's development codes, to include improved roadway standards, Traffic Impact Analysis requirement, and street connectivity requirements



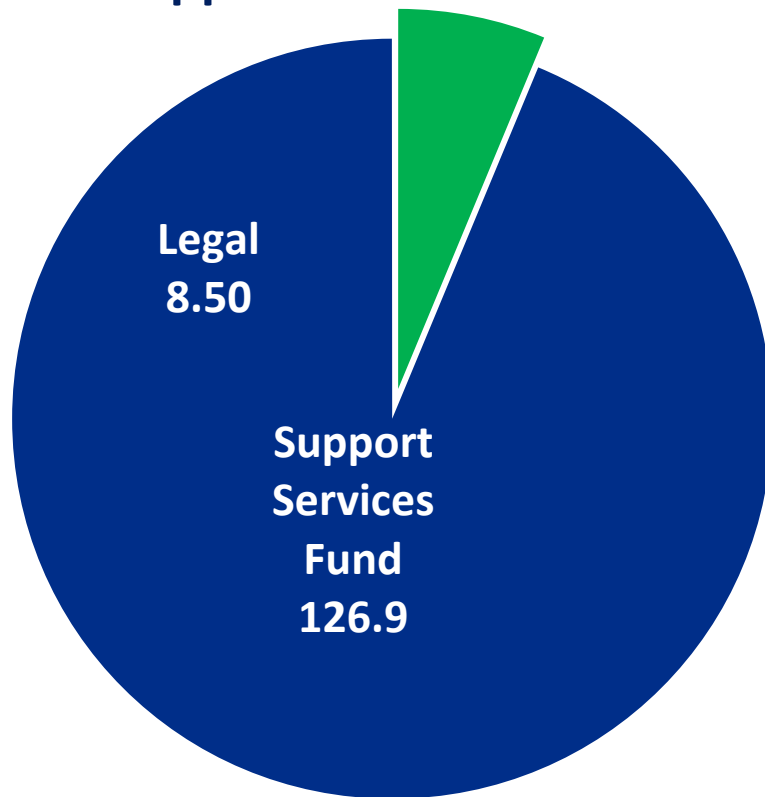
Goals for FY 2020

- ☐ Assist with review and update of City smoking policies and ordinance as applies to City employees
- ☐ Develop guidelines for handling Errors and Omissions claims
- ☐ Assist in revising social media policy for police department
- ☐ Review and prosecute misdemeanor offenses filed with the Municipal Court and hold offenders accountable through deferred disposition, convictions, trials, and alternative means (i.e. Teen Court, Pretrial Diversion, Payment of Restitution to City). Attempt to dispose of cases prior to trial



How Legal Fits in the Enterprise in FY 2020 – Staffing

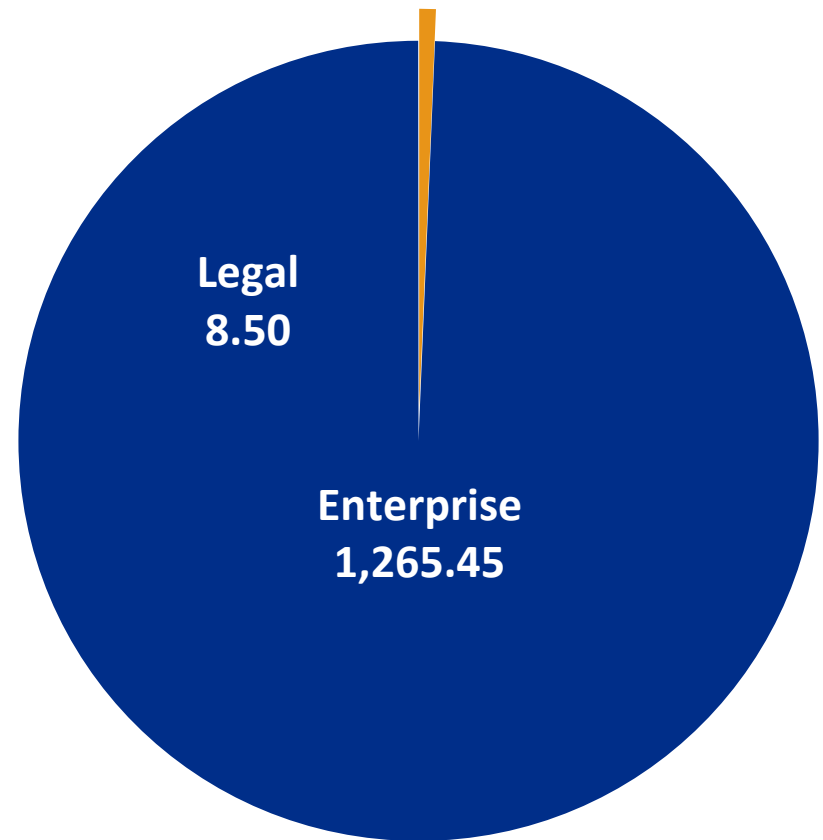
6.28% of FTEs in Fund
FTEs in the
Support Services Fund



Legal FTEs = 8.50

Support Services Fund FTEs = 135.40

0.67% of FTEs in Enterprise
FTEs in All Funds



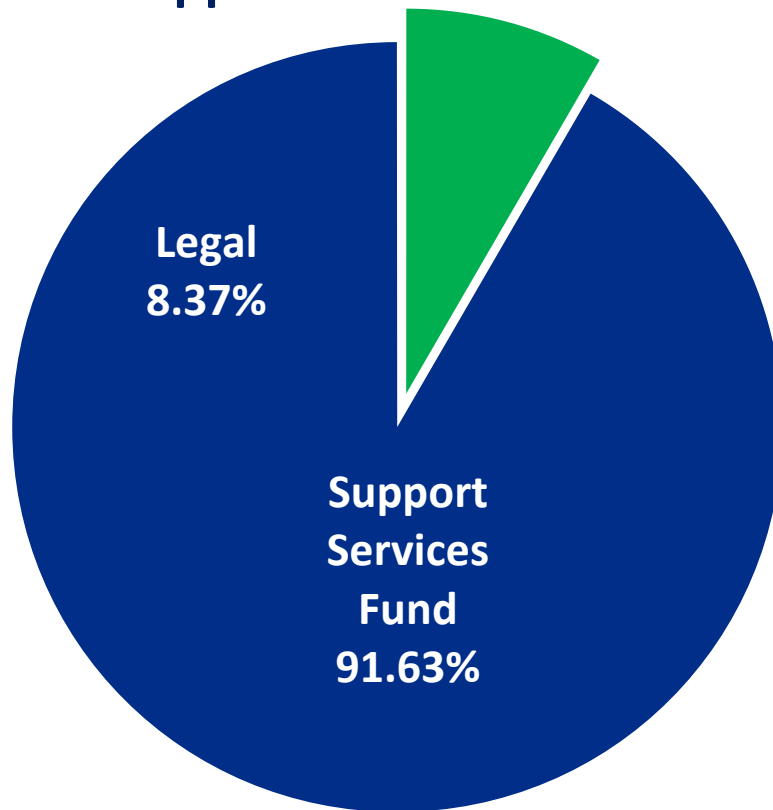
All Funds FTEs = 1,273.95



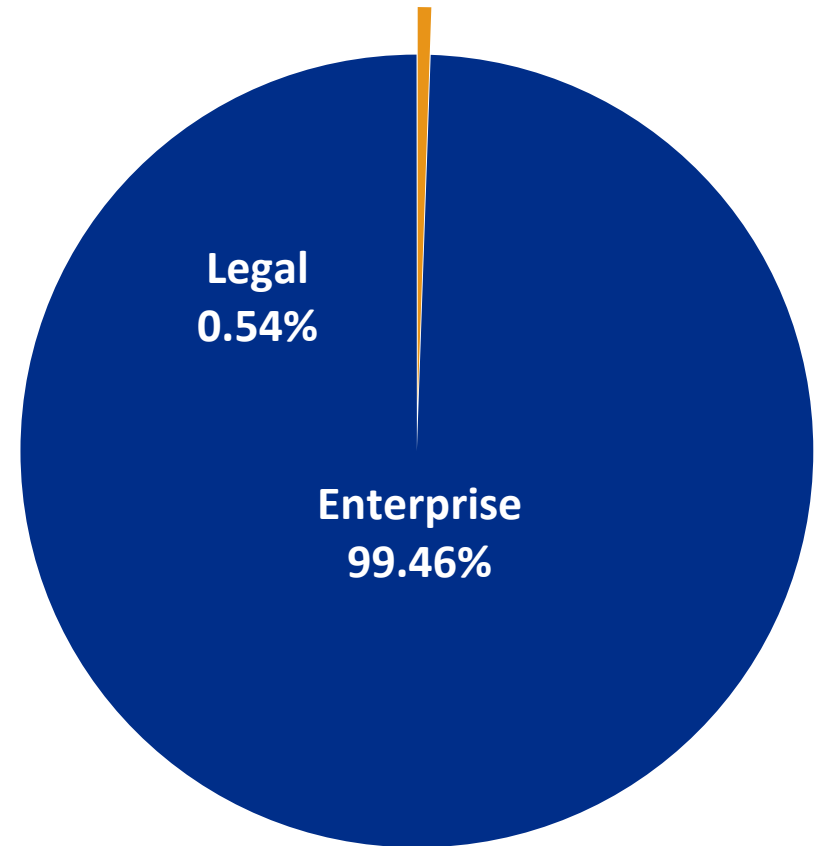
How Legal Fits in the Enterprise in FY 2020 – Budget

8.37% of Expenses in Fund

Expenses in the
Support Services Fund



0.54% of Expenses in Enterprise
Expenses in All Funds



Legal Expense = \$1,139,424
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	8.00	8.00	8.50

FY 2020

Added part-time Paralegal position as part of an approved Decision Package.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ 50,743	\$ 77,961	\$ 77,494	\$ 57,965
Grants	-	-	-	-
From Support Services Fund	938,339	969,450	893,597	1,081,459
Total	\$ 989,082	\$ 1,047,411	\$ 971,091	\$ 1,139,424
=Base request				\$ 1,139,424
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 1,139,424



Explanation of Revenue Variance

- ❑ There are more mixed beverage related permits that renew in odd years than in even years. Mixed beverage permits are the most expensive alcohol permit that we issue.



Legal by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
ELG001	Provide ongoing advice to city officials.	2.42	5,033.60	\$ 350,718	\$ 411,513
ELG002	Prepare and review legal documents.	2.87	5,969.60	330,286	387,539
ELG003	Process public information requests and appeals to Attorney General.	1.75	3,640.00	103,848	121,849
ELG004	Prosecute persons accused of violating state laws and city ordinances.	0.46	956.80	47,871	56,169
ELG005	Conduct election of City Officials.	0.26	540.80	83,624	98,120
ELG006	Prepare Council agendas/meeting minutes.	0.34	707.20	24,030	28,196
ELG007	City records management.	0.11	228.80	12,342	14,481
ELG008	Manage appointments to boards and commissions.	0.06	124.80	4,544	5,332
ELG009	Process permits (alcohol, assembly, block party, solicitors, taxi cab, police wrecker rotation).	0.23	478.40	13,828	16,225
		<u>8.50</u>	<u>17,680.00</u>	<u>\$ 971,091</u>	<u>\$ 1,139,424</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 866,423	\$ 884,719	\$ 875,733	\$ 901,153
• Materials & Supplies	48,391	64,496	50,477	55,263
• Contracts	74,268	98,196	44,881	109,229
• Capital Outlay	-	-	-	-
Total	\$ 989,082	\$ 1,047,411	\$ 971,091	\$ 1,065,645
=Base request				\$ 1,065,645
+Decision package - Support Services				37,074
+Decision package - Compensation Equity				36,705
=Total				\$ 1,139,424



Explanation of Expense Variance

- ☐ Cost of living increase.
- ☐ Inflationary increase.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$36,705	\$0	\$36,705
Paralegal	2	32,074	0	32,074
Voting Booths	3	5,000	0	5,000
Total Decision Packages		\$73,779	\$0	\$73,779



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages		\$0	\$0	\$0

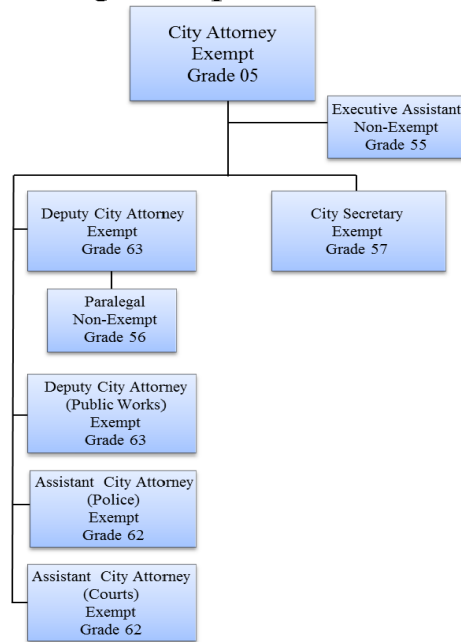


City Manager's Comments





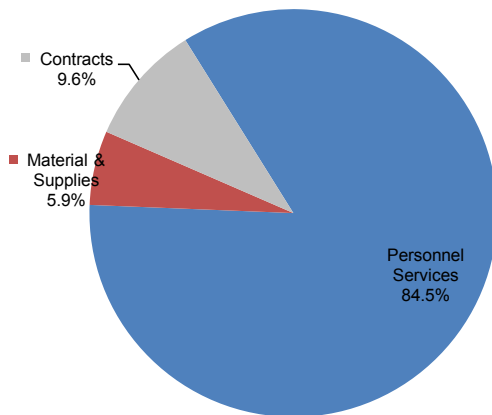
Legal Department



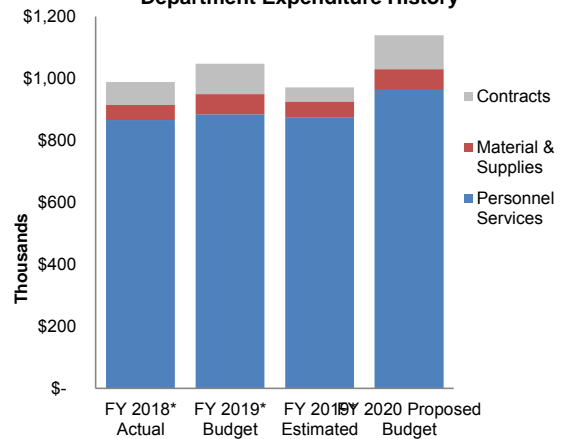
FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
Taxi Cab Franchise Fees	\$ 2,225	\$ 2,961	\$ 2,279	\$ 2,965
Alcohol Permits	13,920	40,000	40,215	20,000
Election Fees	34,598	35,000	35,000	35,000
General Resources	938,337	969,450	893,597	1,081,459
Total	\$ 989,080	\$ 1,047,411	\$ 971,091	\$ 1,139,424
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 866,421	\$ 884,719	\$ 875,733	\$ 963,107
Material & Supplies	48,391	64,496	50,477	67,088
Contracts	74,268	98,196	44,881	109,229
Total	\$ 989,080	\$ 1,047,411	\$ 971,091	\$ 1,139,424

Department Expenditures

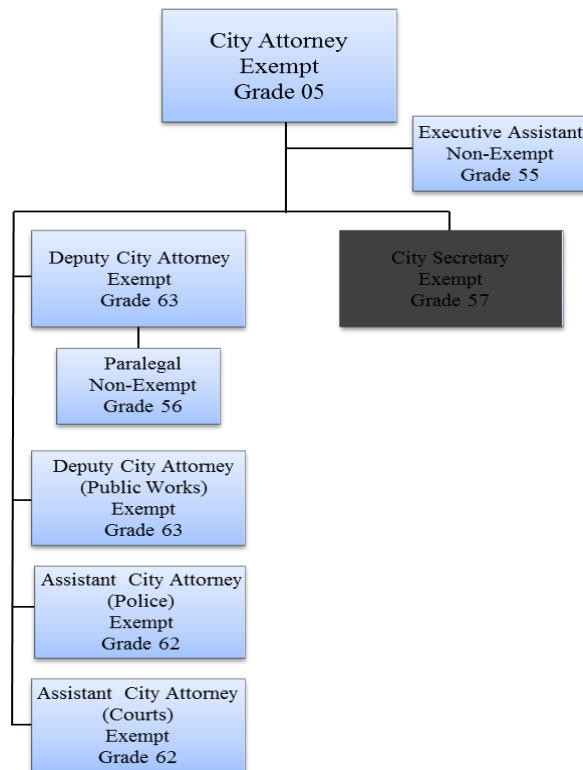


Department Expenditure History



	FY 2018 Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Staffing			
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Deputy City Attorney II/Public Works	1.00	1.00	1.00
Assistant City Attorney II/Police	1.00	1.00	1.00
Assistant City Attorney I/Courts	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
Social Worker	1.00	-	-
Executive Assistant	1.00	1.00	1.50
City Secretary	1.00	1.00	1.00
Total Staffing	8.00	8.00	8.50

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.



DIVISION MISSION STATEMENT

The mission of the City Attorney's Office is to advance, support, and defend the city's interest by providing efficient and effective legal services to the City of Killeen.

MISSION ELEMENTS

- Provide ongoing advice to city officials.
- Prepare and review legal documents.
- Process public information requests and appeals to Attorney General.
- Prosecute persons accused of violating state laws and city ordinances.

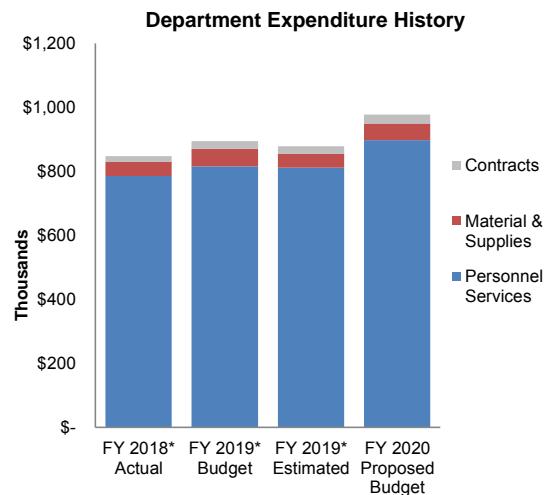
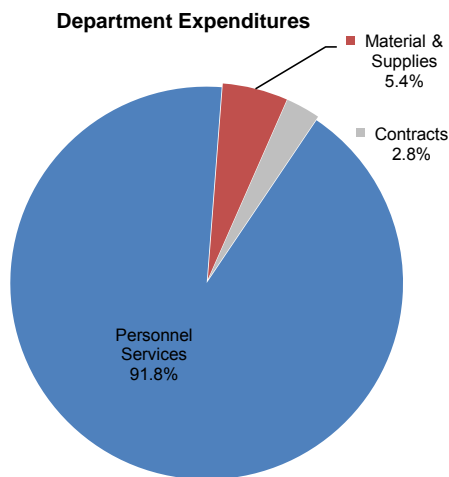
GOALS

- Advise City departments on new legislation and assist with implementation
- Develop Open Records policy and Employee Training
- Revise procedures relating to the processing of bankruptcies filed by those owing money to the city
- Draft/review ordinances updating the City's development codes, to include improved roadway standards, Traffic Impact Analysis requirement, and street connectivity requirements
- Assist with review and update of City smoking policies and ordinance as applies to City employees
- Develop guidelines for handling Errors and Omissions claims
- Assist in revising social media policy for police department
- Review and prosecute misdemeanor offenses filed with the Municipal Court and hold offenders accountable through deferred disposition, convictions, trials, and alternative means (i.e. Teen Court, Pretrial Diversion, Payment of Restitution to City). Attempt to dispose of cases prior to trial

FINANCIAL INFORMATION

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070
Total	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Personnel Services	\$ 785,125	\$ 815,269	\$ 811,488	\$ 896,696
Material & Supplies	43,920	54,822	42,908	52,595
Contracts	17,723	23,696	23,696	27,779
Total	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070

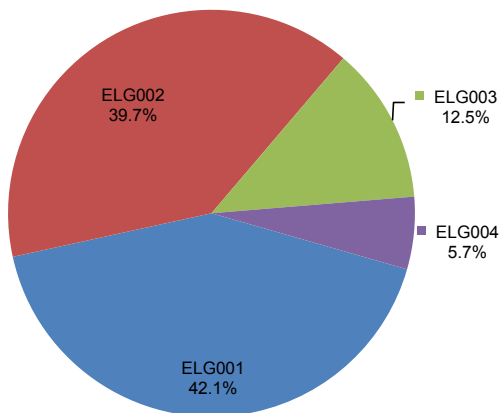


**SUPPORT SERVICES
CITY ATTORNEY**

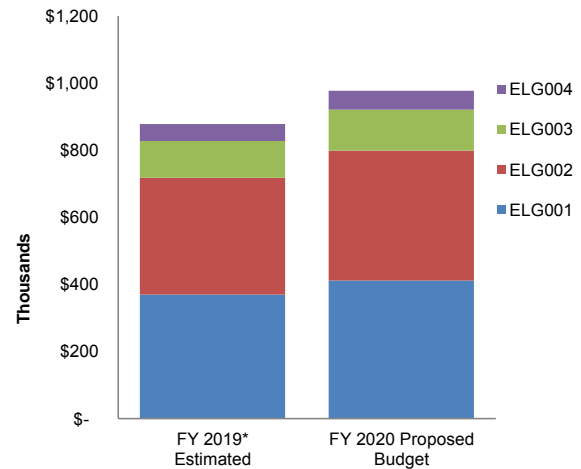
**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ELG001	Provide ongoing advice to city officials.	2.42	5,033.60	\$ 369,826	\$ 411,513
ELG002	Prepare and review legal documents.	2.87	5,969.60	348,281	387,539
ELG003	Process public information requests and appeals to Attorney General.	1.75	3,640.00	109,506	121,849
ELG004	Prosecute persons accused of violating state laws and city ordinances.	0.46	956.80	50,479	56,169
		<u>7.50</u>	<u>15,600.00</u>	<u>\$ 878,092</u>	<u>\$ 977,070</u>

**Department Expenditures
by Mission Element**



**Department Expenditure History
by Mission Element**



Staffing

	FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
Assistant City Attorney (Courts)	1.00	1.00	1.00
Assistant City Attorney (Police)	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Deputy City Attorney (Public Works)	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Paralegal ¹	1.00	1.00	1.50
Total Staffing	<u>7.00</u>	<u>7.00</u>	<u>7.50</u>

¹ - In FY 2020, added part time Paralegal

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
City Attorney					
Personnel Services					
010-1005-416.40-05	FULL-TIME SALARIES	\$ 636,000	\$ 653,836	\$ 653,761	\$ -
010-1005-416.40-15	OVERTIME	-	-	52	-
010-1005-416.40-25	LONGEVITY	4,890	5,424	5,217	-
010-1005-416.40-70	VACATION-4TH WEEK BUYBK.	600	600	600	-
010-1005-416.40-81	GROUP INSURANCE	33,204	-	-	-
010-1005-416.40-82	MEDICAL INSURANCE	-	29,648	29,648	-
010-1005-416.40-83	DENTAL INSURANCE	-	1,930	1,930	-
010-1005-416.40-84	LIFE INSURANCE	-	126	126	-
010-1005-416.40-85	RETIREMENT - TMRS	63,514	73,574	71,708	-
010-1005-416.40-87	SOCIAL SECURITY	45,826	39,720	38,002	-
010-1005-416.40-88	MEDICARE	-	9,289	9,322	-
010-1005-416.40-89	WORKERS COMPENSATION	1,091	1,122	1,122	-
610-1005-416.40-05	FULL-TIME SALARIES	-	-	-	693,412
610-1005-416.40-10	PART-TIME SALARIES	-	-	-	21,106
610-1005-416.40-25	LONGEVITY	-	-	-	6,264
610-1005-416.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	600
610-1005-416.40-82	MEDICAL INSURANCE	-	-	-	32,988
610-1005-416.40-83	DENTAL INSURANCE	-	-	-	1,930
610-1005-416.40-84	LIFE INSURANCE	-	-	-	127
610-1005-416.40-85	RETIREMENT - TMRS	-	-	-	85,195
610-1005-416.40-87	SOCIAL SECURITY	-	-	-	43,641
610-1005-416.40-88	MEDICARE	-	-	-	10,206
610-1005-416.40-89	WORKERS COMPENSATION	-	-	-	1,227
Personnel Services		785,125	815,269	811,488	896,696
Supplies					
010-1005-416.41-10	OFFICE	504	1,067	900	-
010-1005-416.41-15	POSTAGE/CARRIER SERVICE	214	400	350	-
010-1005-416.41-25	SUBSCRIPTION/PUBLICATIONS	15,863	15,605	6,000	-
010-1005-416.41-35	PRINT SUPPLIES	651	877	850	-
610-1005-416.41-10	OFFICE	-	-	-	1,567
610-1005-416.41-15	POSTAGE/CARRIER SERVICE	-	-	-	400
610-1005-416.41-25	SUBSCRIPTION/PUBLICATIONS	-	-	-	8,000
610-1005-416.41-35	PRINT SUPPLIES	-	-	-	877
Supplies		17,232	17,949	8,100	10,844
Support Services					
010-1005-416.44-05	TELEPHONE	273	780	400	-
010-1005-416.44-30	TRAINING AND TRAVEL	5,130	7,653	7,000	-
010-1005-416.44-75	DUES AND MEMBERSHIPS	21,223	24,940	22,000	-
610-1005-416.44-05	TELEPHONE	-	-	-	1,105
610-1005-416.44-30	TRAINING AND TRAVEL	-	-	-	9,706
610-1005-416.44-75	DUES AND MEMBERSHIPS	-	-	-	24,940
Support Services		26,625	33,373	29,400	35,751

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Minor Capital					
010-1005-416.46-40	COMPUTER EQUIP/SOFTWARE	\$ -	\$ 3,500	\$ 3,500	\$ -
010-1005-416.46-50	FURNITURE AND FIXTURES	63	-	1,908	-
610-1005-416.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	3,000
610-1005-416.46-50	FURNITURE AND FIXTURES	-	-	-	3,000
	Minor Capital	63	3,500	5,408	6,000
Professional Services					
010-1005-416.47-07	TESTING SERVICES	350	-	-	-
010-1005-416.47-11	LEGAL SERVICES	16,178	23,696	23,696	-
010-1005-416.47-30	ACCOUNTING SERVICES	1,195	-	-	-
610-1005-416.47-11	LEGAL SERVICES	-	-	-	27,779
	Professional Services	17,723	23,696	23,696	27,779
	City Attorney	\$ 846,768	\$ 893,787	\$ 878,092	\$ 977,070

Mission Element: Provide ongoing advice to city officials.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Legal consultations/opinions given.	1,351	1,925	N/A	2,888	2,888		
Legal research (hours).	275	184 hrs	N/A	275 hrs	275 hrs		
Attend meetings (hours).	698	465 hrs	N/A	698 hrs	698 hrs		
Prepare for meetings (hours).	859	573 hrs	N/A	859 hrs	859 hrs		

Mission Element: Prepare and review legal documents.**Operational Targets:** Essential department functions within the mission element.

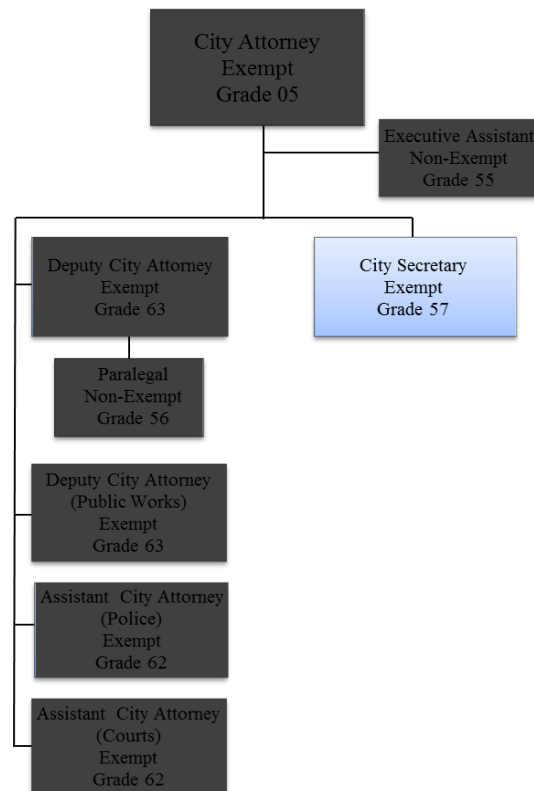
Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Documents prepared and reviewed.	947	1,995	N/A	2,993	2,993		
Litigation/discovery preparation (hours).	251	167 hrs	N/A	251 hrs	251 hrs		

Mission Element: Process public information requests and appeals to Attorney General.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Number of PIA requests received.	166	2,035	3,048	3,489	3,489		
Complete responses to PIA requests within 10 business days (%).	1,872	99%	100%	100%	100%		
Opinion Briefs submitted to Attorney General.	42	319	516	547	547		
Opinion Briefs submitted to Attorney General within 15 business days (%).	42	100%	100%	100%	100%		

Mission Element: Prosecute persons accused of violating state laws and city ordinances.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Conduct Pre-trial Hearings to plead out cases before trial.	390	413	N/A	619	624		
Conduct Special Arraignment docket for code violations.	175	1,560	N/A	1,560	2,160		
Conduct Special Arraignment docket for Micro-chip/ Rabies/Sterilization.	100	1,293	N/A	1,293	1,680		
Attorney Pretrial Hearings.	108	248	N/A	372	350		
Animal Administrative Hearings (cruelty/ nuisance/dangerous dog).	144	24	N/A	36	40		
95% trial conviction rate.	54	100%	N/A	100%	100%		
Review complaints.	25	30	45	45	45		



DIVISION MISSION STATEMENT

The Office of the City Secretary supports facilitates and strengthens the city's governmental process by maintaining the integrity of municipal elections, protecting, documenting and preserving official city records, and providing effective support to city staff.

MISSION ELEMENTS

- Research consolidation of election polling locations
- Develop training and standardized rules for boards and commissions
- Utilize Legistar to create boards and commissions agendas

GOALS

- Create and distribute regular training bulletin to Police Department.
- Assist with creation of Open Records page on new city website.
- Employee training on Open Records.
- Research consolidation of election polling locations.

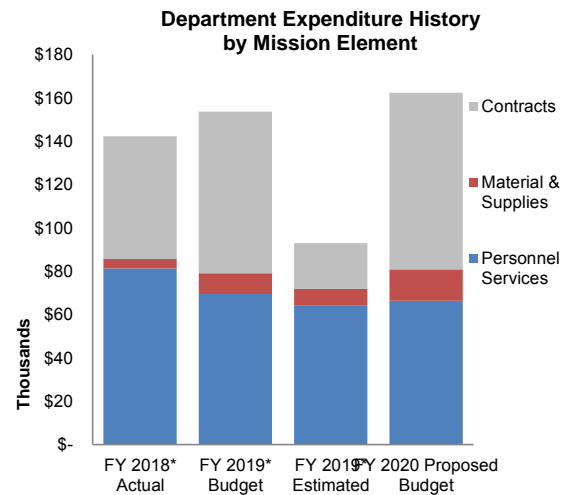
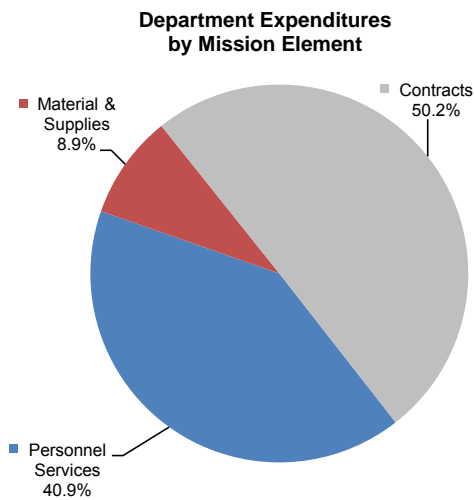
FINANCIAL INFORMATION

Revenue Summary

	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Taxi Cab Franchise Fees	\$ 2,225	\$ 2,961	\$ 2,279	\$ 2,965
Alcohol Permits	13,920	40,000	40,215	20,000
Election Fees	34,598	35,000	35,000	35,000
General Resources	91,569	75,663	15,505	104,389
Total	\$ 142,312	\$ 153,624	\$ 92,999	\$ 162,354

Expenditure Summary

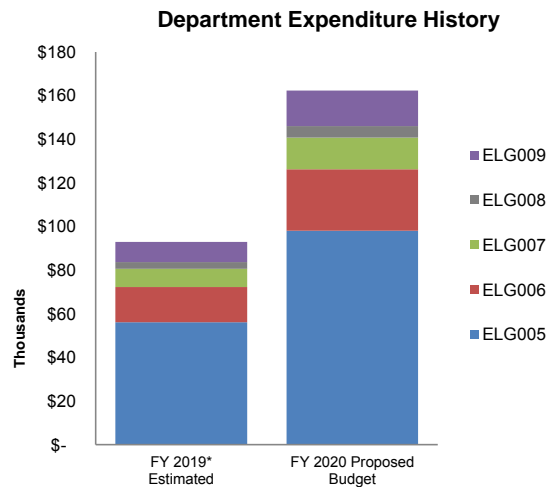
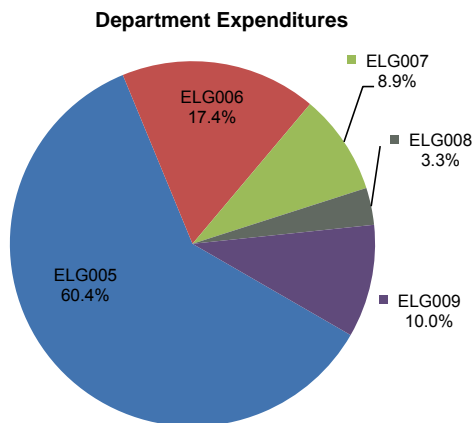
	FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
Personnel Services	\$ 81,296	\$ 69,450	\$ 64,245	\$ 66,411
Material & Supplies	4,471	9,674	7,569	14,493
Contracts	56,545	74,500	21,185	81,450
Total	\$ 142,312	\$ 153,624	\$ 92,999	\$ 162,354



**SUPPORT SERVICES
CITY SECRETARY**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Proposed Budget
ELG005	Conduct Election of City Officials.	0.26	540.80	\$ 56,205	\$ 98,120
ELG006	Prepare Council Agendas/Meeting Minutes.	0.34	707.20	16,151	28,196
ELG007	City Records Management.	0.11	228.80	8,295	14,481
ELG008	Manage Appointments to Boards and Commissions.	0.06	124.80	3,054	5,332
ELG009	Process Permits (Alcohol, Assembly, Block Party, Solicitors, Taxi Cab, Police Wrecker Rotation).	0.23	478.40	9,294	16,225
		<u>1.00</u>	<u>2,080.00</u>	<u>\$ 92,999</u>	<u>\$ 162,354</u>



Staffing

City Secretary

Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
City Secretary					
Personnel Services					
010-1010-416.40-05	FULL-TIME SALARIES	\$ 50,803	\$ 53,936	\$ 53,936	\$ -
010-1010-416.40-10	PART-TIME SALARIES	15,043	-	-	-
010-1010-416.40-15	OVERTIME	2,018	-	-	-
010-1010-416.40-25	LONGEVITY	125	48	-	-
010-1010-416.40-30	INCENTIVE PAY	850	-	-	-
010-1010-416.40-81	GROUP INSURANCE	3,422	-	-	-
010-1010-416.40-82	MEDICAL INSURANCE	-	4,941	-	-
010-1010-416.40-83	DENTAL INSURANCE	-	276	276	-
010-1010-416.40-84	LIFE INSURANCE	-	18	18	-
010-1010-416.40-85	RETIREMENT - TMRS	5,041	6,019	5,863	-
010-1010-416.40-87	SOCIAL SECURITY	3,879	3,339	3,290	-
010-1010-416.40-88	MEDICARE	-	781	770	-
010-1010-416.40-89	WORKERS COMPENSATION	117	92	92	-
610-1010-416.40-05	FULL-TIME SALARIES	-	-	-	55,230
610-1010-416.40-25	LONGEVITY	-	-	-	97
610-1010-416.40-83	DENTAL INSURANCE	-	-	-	276
610-1010-416.40-84	LIFE INSURANCE	-	-	-	18
610-1010-416.40-85	RETIREMENT - TMRS	-	-	-	6,535
610-1010-416.40-87	SOCIAL SECURITY	-	-	-	3,373
610-1010-416.40-88	MEDICARE	-	-	-	788
610-1010-416.40-89	WORKERS COMPENSATION	-	-	-	94
Personnel Services		81,296	69,450	64,245	66,411
Supplies					
010-1010-416.41-10	OFFICE	232	514	170	-
010-1010-416.41-15	POSTAGE/CARRIER SERVICE	730	800	350	-
010-1010-416.41-35	PRINT SUPPLIES	11	57	508	-
610-1010-416.41-10	OFFICE	-	-	-	427
610-1010-416.41-15	POSTAGE/CARRIER SERVICE	-	-	-	1,000
610-1010-416.41-35	PRINT SUPPLIES	-	-	-	285
Supplies		973	1,371	1,028	1,712
Support Services					
010-1010-416.44-05	TELEPHONE	9	116	116	-
010-1010-416.44-25	LEGAL AND PUBLIC NOTICES	2,365	2,000	3,200	-
010-1010-416.44-30	TRAINING AND TRAVEL	1,023	6,012	3,100	-
010-1010-416.44-75	DUES AND MEMBERSHIPS	100	175	125	-
610-1010-416.44-05	TELEPHONE	-	-	-	106
610-1010-416.44-25	LEGAL AND PUBLIC NOTICES	-	-	-	7,000
610-1010-416.44-30	TRAINING AND TRAVEL	-	-	-	5,500
610-1010-416.44-75	DUES AND MEMBERSHIPS	-	-	-	175
Support Services		3,498	8,303	6,541	12,781
Professional Services					
010-1010-416.47-99	SPECIAL SERVICES	2,299	4,000	2,275	-
610-1010-416.47-99	SPECIAL SERVICES	-	-	-	5,950
Professional Services		2,299	4,000	2,275	5,950
Designated Expenses					
010-1010-416.50-45	ELECTION EXPENSE	54,246	70,500	18,910	-

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund.

Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
610-1010-416.50-45	ELECTION EXPENSE	-	-	-	75,500
	Designated Expenses	54,246	70,500	18,910	75,500
	City Secretary	\$ 142,312	\$ 153,624	\$ 92,999	\$ 162,354

Mission Element: Conduct Election of City Officials.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Prepare Candidate Packets.	50	20	15	20	12		
Process Candidate Applications.	35	17	N/A	17	12		
Secure Election Judges.	35	51	51	51	51		
Secure Polling Locations.	40	17	17	17	17		
Secure Voting Supplies:							
• M100s.	75	19	19	19	19		
• Automarks.		14	13	14	13		
• Election Kits.		17	17	17	17		
Coordinate with KISD for Joint Election.	10	1	1	1	1		
Conduct Election Judge Training.	10	1	1	1	1		
Election Administrative Duties (hours).	295	295	295	295	295		

Mission Element: Prepare Council Agendas/Meeting Minutes.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Monitor and review submitted agenda items for grammar and formatting.	177	79	184	184	184		
Transfer data to Staff Reports/CCMO/CCMR's.	177	79	184	184	184		
Generate Agenda for Posting Hard Copies and Website.	137	37	48	48	48		
Print Council Packets.	101	45	72	72	72		
Prepare Mayor's Script.	29	37	24	24	24		
Attend Council Meetings.	45	14	24	24	24		
Prepare Official Minutes.	53	14	24	24	24		

Mission Element: City Records Management.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Prepare and Route Official Records for Signature.	105	92	233	233	233		
Prepare Documents for Permanent Storage.	105	92	233	233	233		
Maintain Retention Policy.	18	0	1	1	1		
Conduct Annual Training.	4	0	1	1	1		
Conduct Shred Days.	6	1	2	1	1		

Mission Element: Manage Appointments to Boards and Commissions.

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Solicit Applications.	7	0	1	1	1		
Prepare Council Binders.	16	0	10	10	10		
Verify Applicants' Continued Interest.	45	153	169	169	169		
Prepare Resolution.	9	0	1	1	1		
Prepare welcome, renewal and thank you letters for Mayor.	12	0	59	59	59		
Update Boards & Commissions spreadsheets.	8	12	17	17	17		

Mission Element: Process Permits (Alcohol, Assembly, Block Party, Solicitors, Taxi Cab, Police Wrecker Rotation).

Operational Targets: Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Receive and Process Applications.	80	122	171	171	171		
Notify Annual Permit Holders of Renewal.	79	133	141	141	141		
Process Payments.	50	151	178	178	178		
Issue Permits.	236	273	349	349	349		
Maintain Logs.	4	4	4	4	4		





Public Works – Engineering





FY 2020 Proposed Budget Presentation

Fund: Support Services

Department: Public Works

Division: Engineering & GIS

Mission

The Engineering Division's mission is to plan and develop the transportation network of the City, and to provide construction management and/or inspection for all public infrastructure projects.



Mission Elements

- ☐ Transportation planning.
- ☐ Capital improvement project management.
- ☐ Development review: platting and permitting.
- ☐ Construction inspection for internal and external projects.
- ☐ Provide GIS services to all city departments.



By the Numbers:

☐ Transportation Planning:

☐ KTMPO Partial Funding-Chaparral Rd (2023 Let Date)

☐ CIP Project Management:

☐ Project Managed 18

☐ Plan Review:

☐ Plans reviewed: 245

☐ Construction Inspection:

☐ Inspections performed: 3,507

☐ GIS Services:

☐ Records associated with assets in GIS: 1,534,361



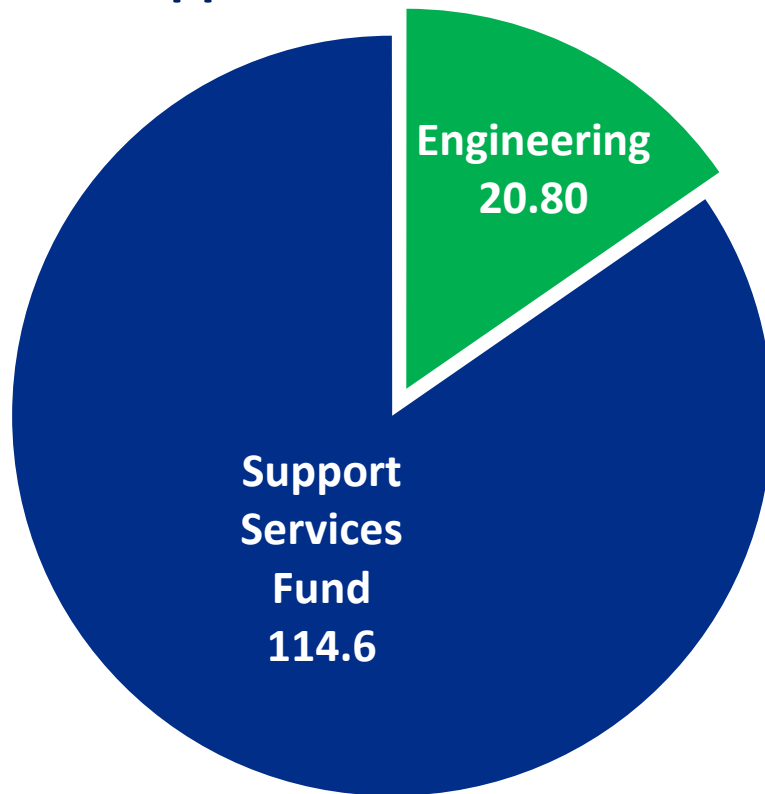
Goals for FY 2020

- ☐ Perform all plan reviews within established timelines.
- ☐ Enhance and improve Infrastructure Development and Design Standards Manual.
- ☐ Evaluate and propose revisions to ordinances to enhance development standards.
- ☐ Develop a plan to cross train inspectors on CIP projects and perform constructability reviews.
- ☐ Formalize infrastructure review criteria through checklists.



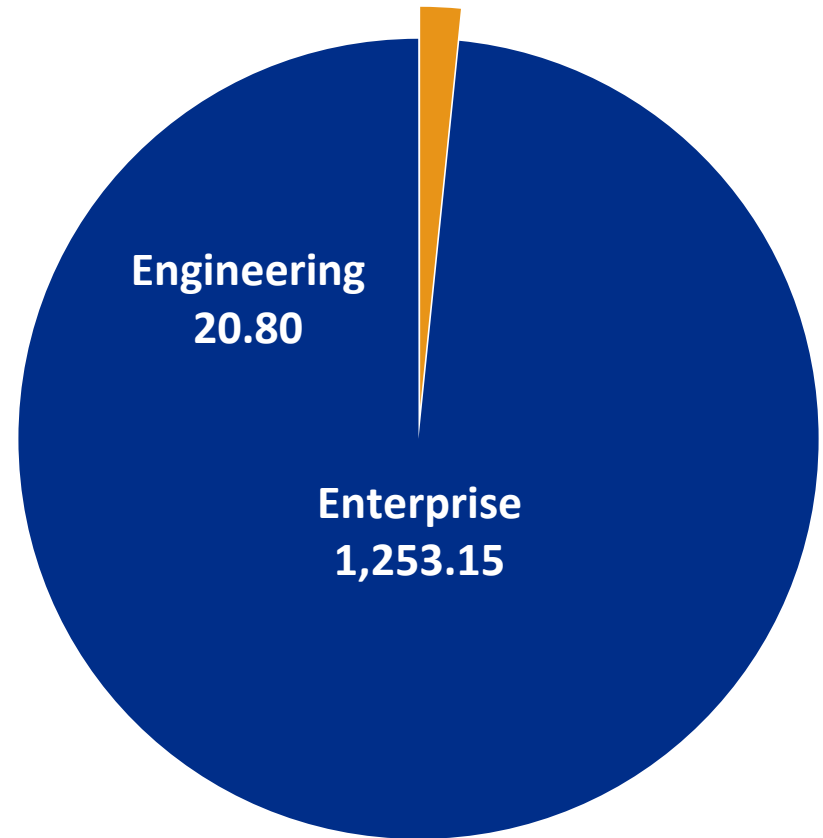
How Engineering & GIS Fit in the Enterprise in FY 2020 – Staffing

15.36% of FTEs in Fund
FTEs in the
Support Services Fund



Engineering FTEs = 20.80
Support Services Fund FTEs = 135.40

1.63% of FTEs in Enterprise
FTEs in All Funds

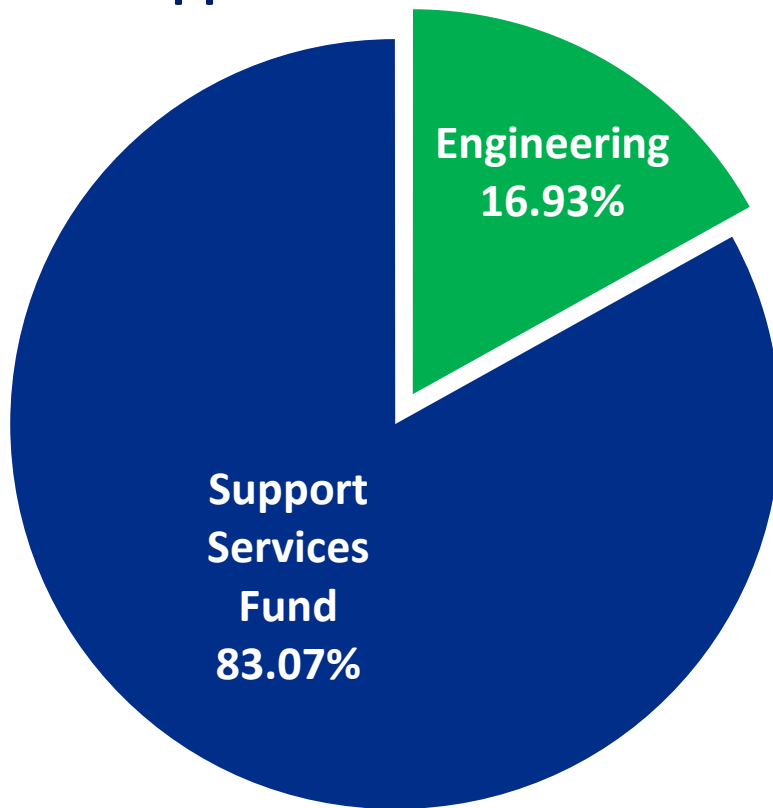


All Funds FTEs = 1,273.95

How Engineering & GIS Fit in the Enterprise in FY 2020 – Budget

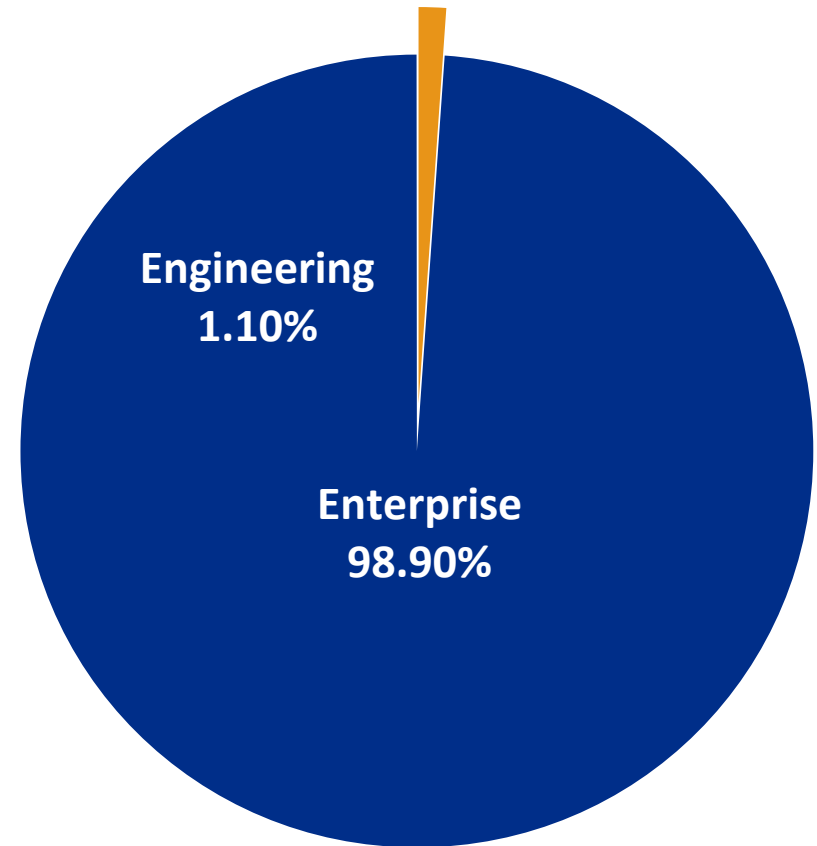
16.93% of Expenses in Fund

Expenses in the
Support Services Fund



1.10% of Expenses in Enterprise

Expenses in All Funds



Engineering Expense = \$2,304,848
Support Services Fund = \$13,613,438

All Funds = \$209,423,419

Staffing

	Budgeted FY 2018	Budgeted FY 2019	Proposed FY 2020
FTEs	16.00	14.00	20.80

FY 2019

Reclassified Contract Specialist to Finance Manager and transferred to PW Administration.
Eliminated Principal Secretary position.

FY 2020

Transferred GIS Services to Engineering from Information Technology.
Eliminated one vacant Project Manager position.



Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	-	-	-	2,304,848
From Water & Sewer Fund	805,248	1,207,742	1,554,004	-
From General Fund	140,918	211,355	271,951	-
From Drainage Fund	60,394	90,581	116,550	-
Total	\$ 1,006,560	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848
=Base request				\$ 2,304,848
+Decision Packages - From Additional Revenue				-
+Decision Packages - From Support Services Fund				-
=Total				\$ 2,304,848



Engineering by Mission Element

Project Code	Mission Element	FTEs	Hours	FY 2019 Estimated	FY 2020 Proposed Budget
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	0.40	832.00	\$ 48,375.36	\$ 57,399
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.40	832.00	48,375	57,399
EPW001	Transportation planning.	0.55	1,144.00	73,741	87,496
EPW002	CIP Project Management.	5.75	11,960.00	627,149	744,134
EPW003	Development review: platting and permitting.	2.30	4,784.00	258,476	306,690
EPW004	Construction inspection.	4.40	9,152.00	370,566	439,689
EPW005	Provide GIS services to all city departments.	7.00	14,560.00	515,823	612,041
		<u>20.80</u>	<u>43,264.00</u>	<u>\$ 1,942,505</u>	<u>\$ 2,304,848</u>



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Personnel Services	\$ 757,921	\$ 1,051,570	\$ 919,292	\$ 1,512,814
• Materials & Supplies	97,825	170,663	116,304	208,776
• Contracts	144,615	287,445	906,909	428,400
• Capital Outlay	6,199	-	-	37,000
Total	\$ 1,006,560	\$ 1,509,678	\$ 1,942,505	\$ 2,186,990
=Base request				\$ 2,186,990
+Decision package - Compensation Equity				117,858
=Total				\$ 2,304,848



Explanation of Expense Variance

- Cost of living increase.
- Inflationary increase.
- Transferred GIS Services from Information Technology.
- Increase for computer software/equipment capital outlay.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
Compensation Equity Phase 2	1	\$117,858	\$0	\$117,858
Total Decision Packages		\$117,858	\$0	\$117,858



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



City Manager's Comments





DIVISION MISSION STATEMENT

The Engineering Division's mission is to plan and develop the transportation network of the City, and to provide construction management and/or inspection for all public infrastructure projects.

MISSION ELEMENTS

- Transportation planning.
- Capital improvement project management.
- Development review: platting and permitting.
- Construction inspection for internal and external projects.
- Provide GIS services to all city departments.

GOALS

- Perform all plan reviews within established timelines.
- Enhance and improve Infrastructure Development and Design Standards Manual.
- Evaluate and propose revisions to ordinances to enhance development standards.
- Develop a plan to cross train inspectors on CIP projects and perform constructability reviews.
- Formalize infrastructure review criteria through checklists.

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848
\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848

Expenses Summary

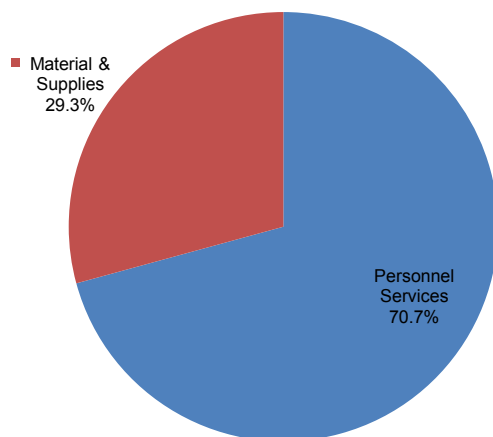
Personnel Services

Material & Supplies

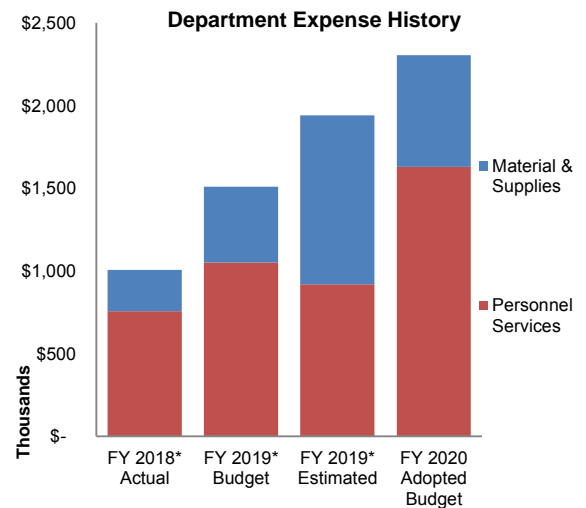
Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Adopted Budget
\$ 757,921	\$ 1,051,570	\$ 919,292	\$ 1,630,672
248,635	458,108	1,023,213	674,176
\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848

Department Expenses

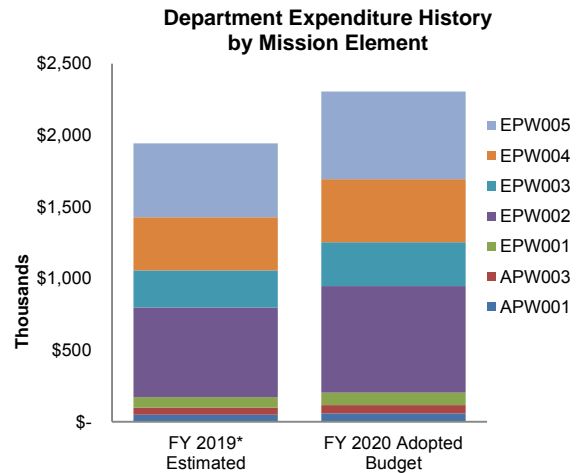
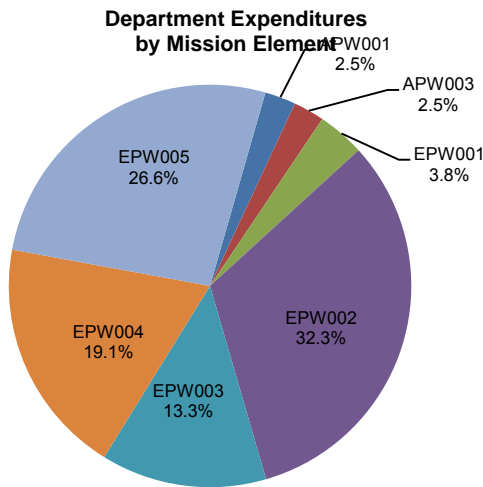


Department Expense History



*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Project Code	Mission Element	FTEs	Hours	FY 2019* Estimated	FY 2020 Adopted Budget
APW001	Manage the City's Storm Water Management Plan and Industrial Storm Water permits.	0.40	832.00	\$ 48,375	\$ 57,399
APW003	Implement the City's Drainage Capital Improvement Program and Master Plans.	0.40	832.00	48,375	57,399
EPW001	Transportation planning.	0.55	1,144.00	73,741	87,496
EPW002	CIP Project Management.	5.75	11,960.00	627,149	744,134
EPW003	Development review: platting and permitting.	2.30	4,784.00	258,476	306,690
EPW004	Construction inspection.	4.40	9,152.00	370,566	439,689
EPW005	Provide GIS services to all city departments.	7.00	14,560.00	515,823	612,041
		<u>20.80</u>	<u>43,264.00</u>	<u>\$ 1,942,505</u>	<u>\$ 2,304,848</u>



*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

	FY 2018*	FY 2019*	FY 2020
	Actual	Estimated	Adopted Budget
Staffing ⁵			
CAD GIS Technician ⁴	-	-	3.00
Chief Construction Inspector	1.00	1.00	1.00
City Engineer ²	1.00	1.00	1.00
Construction Inspector	1.00	1.00	1.00
Contract Specialist ¹	1.00	-	-
Director of Environmental Services	0.80	0.80	0.80
Director of Transportation ⁴	1.00	-	-
Engineer-In-Training	1.00	1.00	1.00
GIS Analyst ⁴	-	-	2.00
GIS Manager ⁴	-	-	1.00
Principal Secretary ³	2.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Project Manager ³	4.00	4.00	3.00
Senior CAD/GIS Technician ⁴	-	-	1.00
Senior Construction Inspector	3.00	3.00	3.00
Senior Project Engineer ²	-	1.00	1.00
Total Staffing	16.80	14.80	20.80

¹ - In FY 2018, reclassified Contract Specialist to Finance Manager and moved to Public Works Admin

² - In FY 2018, combined Director of Transportation with City Engineer and added Senior Project Engineer

³ - In FY 2019, eliminated one Principal Secretary and one Project Manager

⁴ - In FY 2020, moved three CAD/GIS Technicians, two GIS Analysts, one GIS Manager and one Senior CAD/GIS Technician from Information Technology to Engineering

⁵ - In FY 2020, consolidated Engineering from General Fund, Water & Sewer Fund, and Drainage Fund to Support Services Fund; Support Services-Engineering table includes historical data from all funds

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Engineering					
Personnel Services					
010-3435-432.40-05	FULL-TIME SALARIES	\$ 86,560	\$ 132,782	\$ 116,902	\$ -
010-3435-432.40-25	LONGEVITY	958	1,003	1,006	-
010-3435-432.40-30	INCENTIVE PAY	474	365	821	-
010-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	228	-	-
010-3435-432.40-81	GROUP INSURANCE	6,448	-	-	-
010-3435-432.40-82	MEDICAL INSURANCE	-	9,389	7,982	-
010-3435-432.40-83	DENTAL INSURANCE	-	734	629	-
010-3435-432.40-84	LIFE INSURANCE	-	48	42	-
010-3435-432.40-85	RETIREMENT - TMRS	8,710	14,983	12,402	-
010-3435-432.40-87	SOCIAL SECURITY	6,330	7,994	6,636	-
010-3435-432.40-88	MEDICARE	-	1,870	1,552	-
010-3435-432.40-89	WORKERS COMPENSATION	172	260	217	-
550-3435-432.40-05	FULL-TIME SALARIES	474,037	628,155	548,525	-
550-3435-432.40-25	LONGEVITY	3,885	4,205	4,395	-
550-3435-432.40-30	INCENTIVE PAY	4,412	4,582	5,314	-
550-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	876	-	-
550-3435-432.40-81	GROUP INSURANCE	35,601	-	-	-
550-3435-432.40-82	MEDICAL INSURANCE	-	49,908	44,338	-
550-3435-432.40-83	DENTAL INSURANCE	-	3,039	2,384	-
550-3435-432.40-84	LIFE INSURANCE	-	198	173	-
550-3435-432.40-85	RETIREMENT - TMRS	47,745	71,117	60,657	-
550-3435-432.40-87	SOCIAL SECURITY	35,275	38,039	33,423	-
550-3435-432.40-88	MEDICARE	-	8,896	7,817	-
550-3435-432.40-89	WORKERS COMPENSATION	1,147	1,469	1,327	-
575-3435-432.40-05	FULL-TIME SALARIES	36,445	55,908	49,222	-
575-3435-432.40-25	LONGEVITY	403	422	424	-
575-3435-432.40-30	INCENTIVE PAY	200	154	345	-
575-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	96	-	-
575-3435-432.40-81	GROUP INSURANCE	2,714	-	-	-
575-3435-432.40-82	MEDICAL INSURANCE	-	3,953	3,361	-
575-3435-432.40-83	DENTAL INSURANCE	-	309	264	-
575-3435-432.40-84	LIFE INSURANCE	-	20	17	-
575-3435-432.40-85	RETIREMENT - TMRS	3,667	6,309	5,436	-
575-3435-432.40-87	SOCIAL SECURITY	2,666	3,366	2,906	-
575-3435-432.40-88	MEDICARE	-	787	680	-
575-3435-432.40-89	WORKERS COMPENSATION	72	106	95	-
610-3435-432.40-05	FULL-TIME SALARIES	-	-	-	1,265,817
610-3435-432.40-25	LONGEVITY	-	-	-	10,541
610-3435-432.40-30	INCENTIVE PAY	-	-	-	6,480
610-3435-432.40-37	BILINGUAL PAY	-	-	-	600
610-3435-432.40-70	VACATION-4TH WEEK BUYBK.	-	-	-	1,200
610-3435-432.40-82	MEDICAL INSURANCE	-	-	-	90,973
610-3435-432.40-83	DENTAL INSURANCE	-	-	-	4,908
610-3435-432.40-84	LIFE INSURANCE	-	-	-	374
610-3435-432.40-85	RETIREMENT - TMRS	-	-	-	151,715
610-3435-432.40-87	SOCIAL SECURITY	-	-	-	77,287
610-3435-432.40-88	MEDICARE	-	-	-	18,074
610-3435-432.40-89	WORKERS COMPENSATION	-	-	-	2,703
Personnel Services		757,921	1,051,570	919,292	1,630,672

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Supplies					
010-3435-432.41-10	OFFICE	\$ -	\$ -	\$ 751	\$ -
010-3435-432.41-15	POSTAGE/CARRIER SERVICE	-	-	151	-
010-3435-432.41-20	UNIFORMS AND CLOTHING	-	-	8,500	-
010-3435-432.41-30	FUEL	703	2,111	20,000	-
010-3435-432.41-35	PRINT SUPPLIES	-	-	2,000	-
010-3435-432.41-37	PHONES AND ACCESSORIES	-	-	1,000	-
010-3435-432.41-60	FOOD SUPPLIES	-	-	1,000	-
010-3435-432.41-65	MINOR TOOLS	-	-	4,500	-
010-3435-432.41-70	CLEANING SUPPLIES	-	-	900	-
010-3435-432.41-75	MEDICAL AND CHEMICAL	-	-	2,000	-
550-3435-432.41-10	OFFICE	562	1,606	-	-
550-3435-432.41-15	POSTAGE/CARRIER SERVICE	90	225	-	-
550-3435-432.41-20	UNIFORMS AND CLOTHING	2,688	12,300	-	-
550-3435-432.41-30	FUEL	14,090	33,800	-	-
550-3435-432.41-35	PRINT SUPPLIES	456	2,250	-	-
550-3435-432.41-37	PHONES AND ACCESSORIES	284	1,000	-	-
550-3435-432.41-60	FOOD SUPPLIES	-	1,500	-	-
550-3435-432.41-65	MINOR TOOLS	988	5,000	-	-
550-3435-432.41-70	CLEANING SUPPLIES	-	900	-	-
550-3435-432.41-75	MEDICAL AND CHEMICAL	5,114	5,000	-	-
575-3435-432.41-10	OFFICE	89	500	-	-
575-3435-432.41-15	POSTAGE/CARRIER SERVICE	17	125	-	-
575-3435-432.41-20	UNIFORMS AND CLOTHING	36	1,250	-	-
575-3435-432.41-30	FUEL	-	1,000	-	-
575-3435-432.41-35	PRINT SUPPLIES	227	255	-	-
575-3435-432.41-37	PHONES AND ACCESSORIES	65	-	-	-
610-3435-432.41-10	OFFICE	-	-	-	2,407
610-3435-432.41-15	POSTAGE/CARRIER SERVICE	-	-	-	351
610-3435-432.41-20	UNIFORMS AND CLOTHING	-	-	-	14,127
610-3435-432.41-27	PUBLIC OUTREACH	-	-	-	7,000
610-3435-432.41-30	FUEL	-	-	-	37,751
610-3435-432.41-35	PRINT SUPPLIES	-	-	-	5,560
610-3435-432.41-37	PHONES AND ACCESSORIES	-	-	-	1,000
610-3435-432.41-60	FOOD SUPPLIES	-	-	-	2,220
610-3435-432.41-65	MINOR TOOLS	-	-	-	5,120
610-3435-432.41-70	CLEANING SUPPLIES	-	-	-	900
610-3435-432.41-75	MEDICAL AND CHEMICAL	-	-	-	5,120
Supplies		25,407	68,822	40,802	81,556
Repair & Maintenance					
010-3435-432.43-10	SMALL EQUIP REPAIR	-	-	251	-
010-3435-432.43-15	VEHICLE REPAIR/MAINT	-	-	12,000	-
550-3435-432.43-10	SMALL EQUIP REPAIR	-	575	-	-
550-3435-432.43-15	VEHICLE REPAIR/MAINT	7,424	17,500	-	-
550-3435-432.43-25	RADIO AND COMMUNICATION	-	5,000	-	-
575-3435-432.43-15	VEHICLE REPAIR/MAINT	45	5,000	-	-
610-3435-432.43-10	SMALL EQUIP REPAIR	-	-	-	580
610-3435-432.43-15	VEHICLE REPAIR/MAINT	-	-	-	23,000
610-3435-432.43-25	RADIO AND COMMUNICATION	-	-	-	6,550
Repair & Maintenance		7,469	28,075	12,251	30,130

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
Support Services					
010-3435-432.44-05	TELEPHONE	\$ 958	\$ 3,125	\$ 10,051	\$ -
010-3435-432.44-10	EQUIPMENT RENTAL/LEASE	-	-	3,900	-
010-3435-432.44-30	TRAINING AND TRAVEL	-	1,806	20,000	-
010-3435-432.44-75	DUES AND MEMBERSHIPS	-	-	3,300	-
550-3435-432.44-05	TELEPHONE	6,898	8,000	-	-
550-3435-432.44-30	TRAINING AND TRAVEL	1,018	14,400	-	-
550-3435-432.44-75	DUES AND MEMBERSHIPS	2,214	3,540	-	-
575-3435-432.44-05	TELEPHONE	1,493	600	-	-
575-3435-432.44-10	EQUIPMENT RENTAL/LEASE	3,555	5,000	-	-
575-3435-432.44-30	TRAINING AND TRAVEL	2,758	8,970	-	-
575-3435-432.44-75	DUES AND MEMBERSHIPS	20	500	-	-
610-3435-432.44-05	TELEPHONE	-	-	-	13,800
610-3435-432.44-10	EQUIPMENT RENTAL/LEASE	-	-	-	5,120
610-3435-432.44-30	TRAINING AND TRAVEL	-	-	-	32,800
610-3435-432.44-75	DUES AND MEMBERSHIPS	-	-	-	4,120
Support Services		18,912	45,941	37,251	55,840
Minor Capital					
010-3435-432.46-20	BOOKS AND REFRNCE MATERIALS	-	-	1,000	-
010-3435-432.46-40	COMPUTER EQUIP/SOFTWARE	5,834	-	10,000	-
010-3435-432.46-50	FURNITURE AND FIXTURES	-	-	15,000	-
550-3435-432.46-20	BOOKS AND REFRNCE MATERIALS	-	325	-	-
550-3435-432.46-40	COMPUTER EQUIP/SOFTWARE	36,839	2,500	-	-
550-3435-432.46-50	FURNITURE AND FIXTURES	3,360	25,000	-	-
610-3435-432.46-20	BOOKS AND REFRNCE MATERIALS	-	-	-	340
610-3435-432.46-35	EQUIPMENT AND MACHINERY	-	-	-	2,500
610-3435-432.46-40	COMPUTER EQUIP/SOFTWARE	-	-	-	3,060
610-3435-432.46-50	FURNITURE AND FIXTURES	-	-	-	35,350
Minor Capital		46,033	27,825	26,000	41,250
Professional Services					
010-3435-432.47-01	CONSULTING SERVICES	-	-	101,000	-
010-3435-432.47-07	TESTING SERVICES	-	-	2,000	-
010-3435-432.47-11	LEGAL SERVICES	27,660	-	453,909	-
010-3435-432.47-20	ENGINEERING SERVICES	23,852	23,580	350,000	-
550-3435-432.47-01	CONSULTING SERVICES	4,323	101,000	-	-
550-3435-432.47-07	TESTING SERVICES	840	20,000	-	-
550-3435-432.47-20	ENGINEERING SERVICES	87,940	142,865	-	-
610-3435-432.47-01	CONSULTING	-	-	-	168,520
610-3435-432.47-07	TESTING SERVICES	-	-	-	20,480
610-3435-432.47-20	ENGINEERING SERVICES	-	-	-	239,400
Professional Services		144,615	287,445	906,909	428,400
Capital Outlay					
010-3435-432.61-40	COMPUTER EQUIP/SOFTWARE	6,199	-	-	-
610-3435-432.61-40	COMPUTER EQUIP/SOFTWARE	-	-	-	37,000
Capital Outlay		6,199	-	-	37,000
Engineering		\$ 1,006,556	\$ 1,509,678	\$ 1,942,505	\$ 2,304,848

*Support Services Internal Service Fund established in FY 2020. Prior fiscal year financial and FTE data is reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.

Mission Element 1: Transportation planning.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review internal plan sets for compliance with TMP.	600	30	30	2	10	2	5
Review external permit and plan submissions for compliance with TMP.	440	220	220	230	250	98	100
Review and approve traffic control plans for internal and external lane closures.	150	150	150	110	150	42	50
Evaluate and identify opportunities for Federal funding participation in all CIP projects.	300	15	1	0	3	3	3
Submit requests for grants or other funding.	300	15	2	0	5	1	5

Mission Element 2: CIP Project Management.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Assign Project Manager to each CIP project prior to start of project.	4	15	15	1	15	16	15
Review project design in process and provide substantive comments at periodic intervals (30%, 60%, 90%, 95%, & 100%).	300	15	15	2	15	6	15
Inspect project during construction at appropriate intervals (daily, weekly, etc.).	3,000	1,500	1,500	80	1,500	2,624	2,500
Record observations of inspections daily and file timely.	2,080	1,040	98%	80	98%	86%	98%
Close out project when complete within three weeks of completion.	600	15	100%	N/A	100%	100%	100%

Mission Element 3: Development review: platting and permitting.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Review plats.	150	50	50	40	150	68	75
Review subdivision construction plans.	35	7	6	8	12	40	20
Review commercial construction plans.	375	75	75	64	75	90	75
Attend pre-development meetings.	150	75	1	75	75	64	75
Evaluate and revise construction standard details.	312	156	20%	1	20%	20%	20%
Issue documentation for final acceptance of public improvements.	7	7	7	4	7	6	7
Review zoning cases.	60	30	30	10	30	10	15
Review street cut permits.	250	250	250	20	250	22	20
Review curb cut permits.	250	250	250	50	250	56	50

Mission Element 4: Construction inspection.**Operational Targets:** Essential department functions within the mission element.

Function	Hours	Number	Target FY 18	Actual FY 18	Target FY 19	Actual FY 19	Target FY 20
Perform flatwork inspections.	2,000	1,000	1,000	64	1,000	1,078	1,000
Perform subdivision inspections.	7,500	3,000	3,000	1,400	3,000	2,322	3,000
Perform density testing (subdivision).	1,150	750	750	15	750	278	300
Perform density testing (street cuts).	375	250	250	40	250	139	100
Observe geotechnical testing.	30	20	20	3	20	4	20
Inspect water taps.	1,000	500	500		500	84	500
Perform commercial C/O inspections.	120	60	60	41	60	48	60

FINANCIAL INFORMATION

Revenue Summary

General Resources

Total

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953
\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953

Expenditure Summary

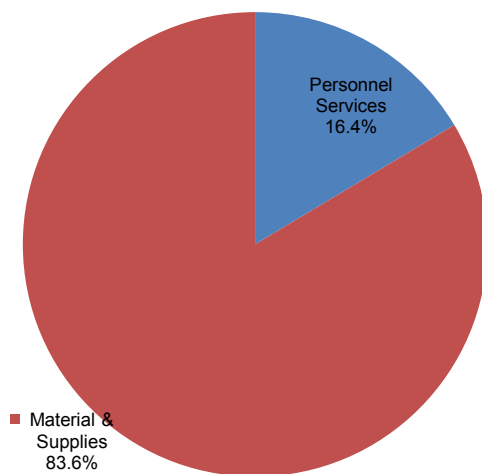
Personnel Services

Material & Supplies

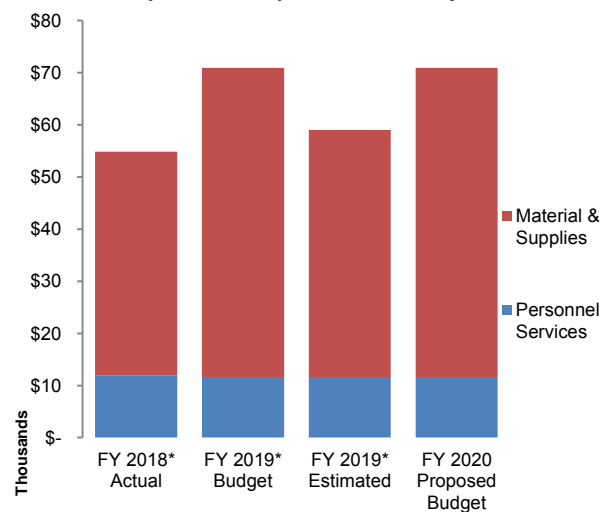
Total Expenditures

FY 2018* Actual	FY 2019* Budget	FY 2019* Estimated	FY 2020 Proposed Budget
\$ 11,966	\$ 11,643	\$ 11,643	\$ 11,643
42,872	59,310	47,396	59,310
\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953

Department Expenditures



Department Expenditure History



Staffing

Mayor

At Large

District #1

District #2

District #3

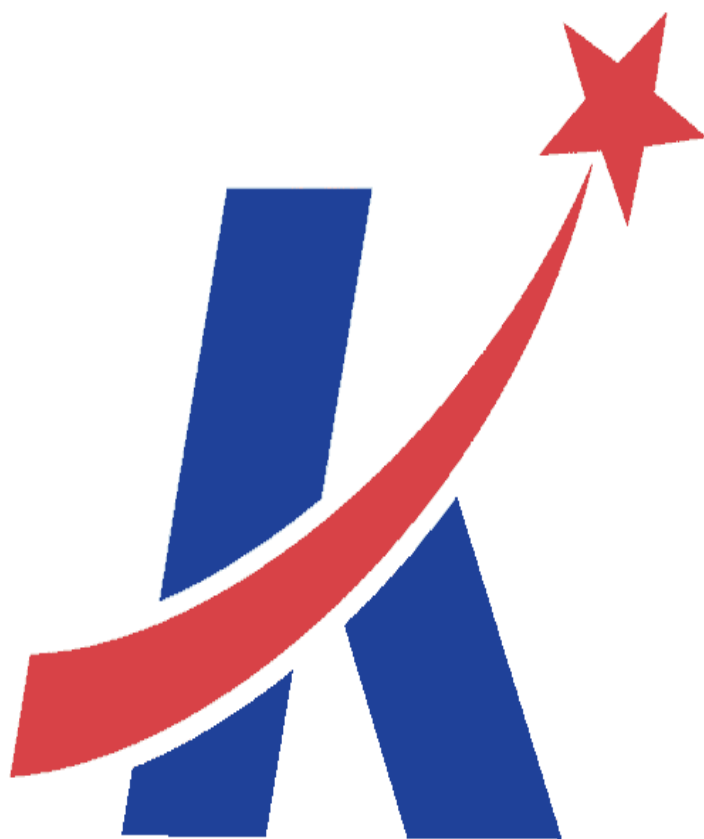
District #4

Total Staffing

FY 2018* Actual	FY 2019* Estimated	FY 2020 Proposed Budget
1.00	1.00	1.00
3.00	3.00	3.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
8.00	8.00	8.00

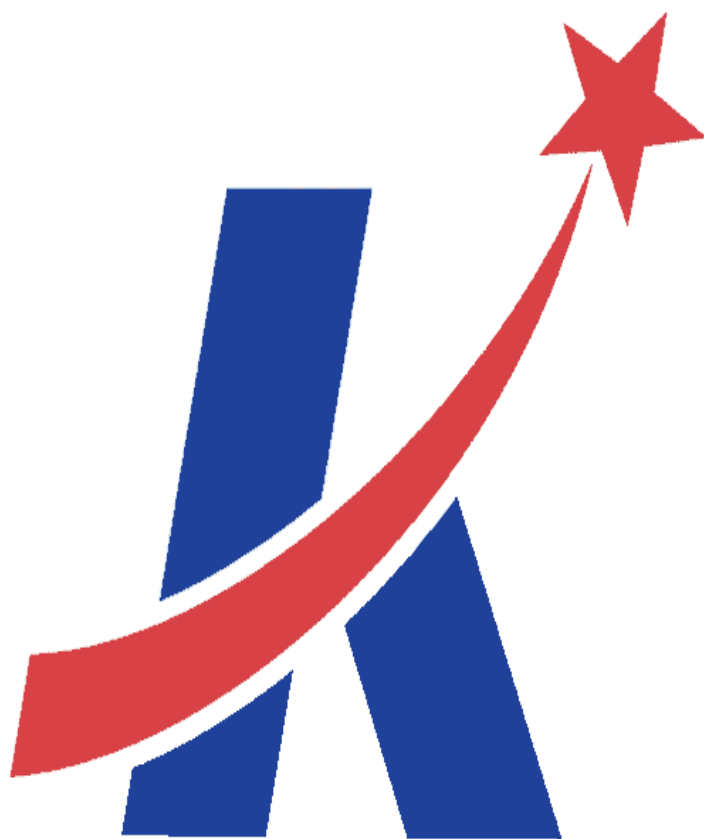
Account	Description	FY 2018* Actual	FY 2019* Adopted Budget	FY 2019* Estimated Actual	FY 2020 Proposed Budget
City Council					
Personnel Services					
010-0101-412.40-10	PART-TIME SALARIES	\$ 11,100	\$ 10,800	\$ 10,800	\$ -
010-0101-412.40-87	SOCIAL SECURITY	849	670	670	-
010-0101-412.40-88	MEDICARE	-	157	157	-
010-0101-412.40-89	WORKERS COMPENSATION	17	16	16	-
610-0101-412.40-10	PART-TIME SALARIES	-	-	-	10,800
610-0101-412.40-87	SOCIAL SECURITY	-	-	-	670
610-0101-412.40-88	MEDICARE	-	-	-	157
610-0101-412.40-89	WORKERS COMPENSATION	-	-	-	16
Personnel Services		11,966	11,643	11,643	11,643
Supplies					
010-0101-412.41-10	OFFICE	144	250	-	-
010-0101-412.41-15	POSTAGE/CARRIER SERVICE	2	10	5	-
010-0101-412.41-35	PRINT SUPPLIES	87	150	60	-
010-0101-412.41-37	PHONES AND ACCESSORIES	(35)	-	-	-
010-0101-412.41-60	FOOD SUPPLIES	2,281	3,000	2,900	-
610-0101-412.41-10	OFFICE	-	-	-	250
610-0101-412.41-15	POSTAGE	-	-	-	10
610-0101-412.41-35	PRINT SUPPLIES	-	-	-	150
610-0101-412.41-60	FOOD SUPPLIES	-	-	-	3,000
Supplies		2,479	3,410	2,965	3,410
Support Services					
010-0101-412.44-05	TELEPHONE	\$ 5,316	\$ 5,100	\$ 5,100	\$ -
010-0101-412.44-17	OTHER CHARGES	-	900	700	-
010-0101-412.44-31	TRAINING AND TRAVEL-DIST 1	3,544	4,000	4,000	-
010-0101-412.44-32	TRAINING AND TRAVEL-DIST 2	4,016	4,000	3,800	-
010-0101-412.44-33	TRAINING AND TRAVEL-DIST 3	2,658	4,000	4,000	-
010-0101-412.44-34	TRAINING AND TRAVEL-DIST 4	1,538	4,000	2,600	-
010-0101-412.44-35	TRAINING AND TRAVEL-AL 1	3,398	4,000	3,800	-
010-0101-412.44-36	TRAINING AND TRAVEL-AL 2	1,328	4,000	2,400	-
010-0101-412.44-37	TRAINING AND TRAVEL-AL 3	886	4,000	2,400	-
010-0101-412.44-38	TRAINING AND TRAVEL - MAYOR	4,949	7,000	4,600	-
010-0101-412.44-65	DIVERSITY PROGRAM	345	700	350	-
010-0101-412.44-70	TROPHIES AND AWARDS	3,234	5,000	1,500	-
010-0101-412.44-75	DUES AND MEMBERSHIPS	9,181	9,200	9,181	-
610-0101-412.44-05	TELEPHONE	-	-	-	5,100
610-0101-412.44-17	OTHER CHARGES	-	-	-	900
610-0101-412.44-31	TRAINING AND TRAVEL-DIST 1	-	-	-	4,000
610-0101-412.44-32	TRAINING AND TRAVEL-DIST 2	-	-	-	4,000
610-0101-412.44-33	TRAINING AND TRAVEL-DIST 3	-	-	-	4,000
610-0101-412.44-34	TRAINING AND TRAVEL-DIST 4	-	-	-	4,000
610-0101-412.44-35	TRAINING AND TRAVEL-AL 1	-	-	-	4,000
610-0101-412.44-36	TRAINING AND TRAVEL-AL 2	-	-	-	4,000
610-0101-412.44-37	TRAINING AND TRAVEL-AL 3	-	-	-	4,000
610-0101-412.44-38	TRAINING AND TRAVEL - MAYOR	-	-	-	7,000
610-0101-412.44-65	DIVERSITY PROGRAM	-	-	-	700
610-0101-412.44-70	TROPHIES AND AWARDS	-	-	-	5,000
610-0101-412.44-75	DUES AND MEMBERSHIPS	-	-	-	9,200
Support Services		40,392	55,900	44,431	55,900
City Council		\$ 54,837	\$ 70,953	\$ 59,039	\$ 70,953

* Support Services Internal Fund established in FY 2020. Prior fiscal year financial and FTE data reported from General Fund, Water and Sewer Fund and Drainage Utility Fund.





Other





FY 2020 Proposed Budget Presentation

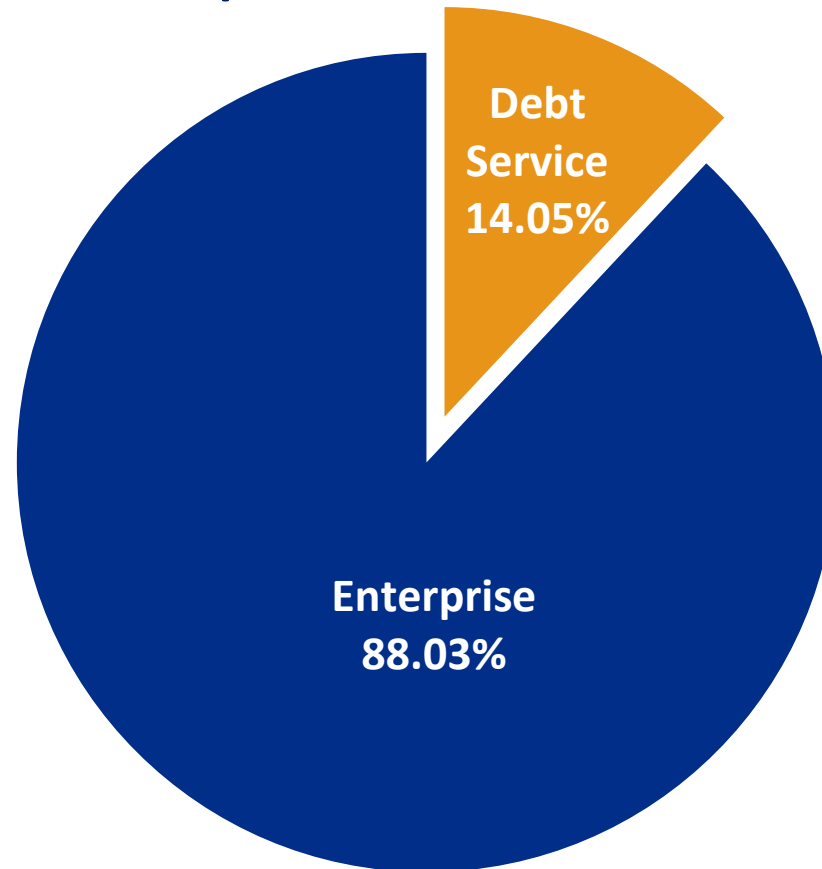
Funds: Multiple Funds

Department: Debt Service

Division: Debt Service

How Debt Service Fits in the Enterprise in FY 2020 – Budget

11.97% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$209,423,419



Debt Service Fund Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Property Tax	\$ 14,563,970	\$ 12,325,165	\$ 12,358,964	\$ 14,050,072
Pass-Through Toll Road Payments	2,086,709	1,684,375	2,086,709	1,684,375
Interest Earned	168,891	106,734	264,899	129,067
Operating Transfers	-	-	-	-
Bond Proceeds	33,455,000	-	-	-
Premium on Bond	3,877,980	-	-	-
From Debt Service Fund	-	1,750,000	1,155,702	-
(To) Debt Service Fund	(1,093,975)	-	-	-
Total	\$ 53,058,575	\$ 15,866,274	\$ 15,866,274	\$ 15,863,514



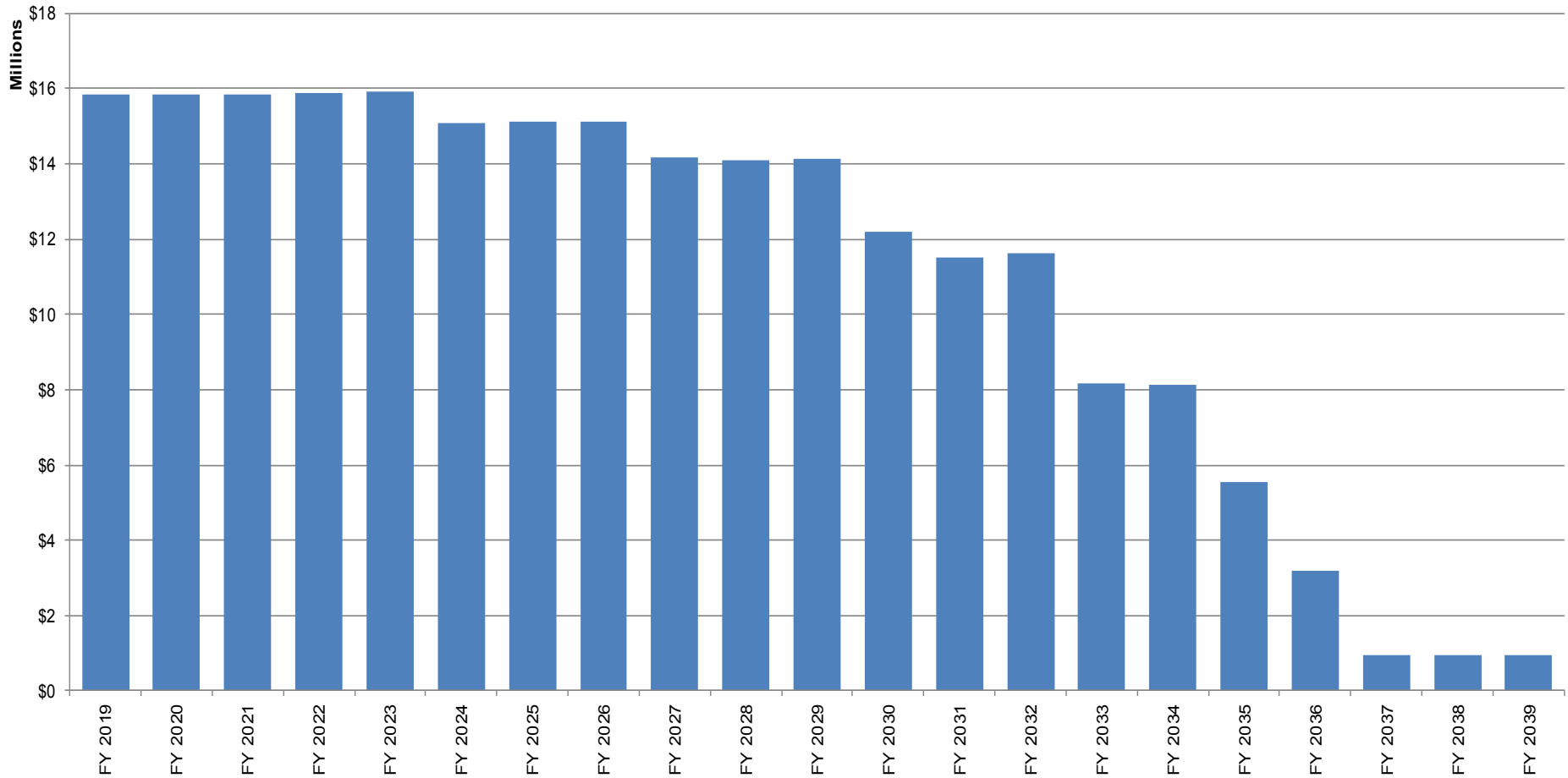
Debt Service Fund Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Bond Interest	\$ 6,985,379	\$ 7,158,274	\$ 7,158,274	\$ 6,805,514
• Bond Principal	8,725,000	8,680,000	8,680,000	9,030,000
• Arbitrage Calculation Fees	12,466	20,000	20,000	20,000
• Paying Agent Fees	6,375	8,000	8,000	8,000
• Payment to Escrow Agent	36,938,001	-	-	-
• Issuance Costs	391,354	-	-	-
Total	\$ 53,058,575	\$ 15,866,274	\$ 15,866,274	\$ 15,863,514



Tax Supported Debt

Tax Supported Debt



Water and Sewer Fund

Debt Service Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Water & Sewer Fund	6,153,043	7,576,729	6,176,729	7,219,659
Total	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659



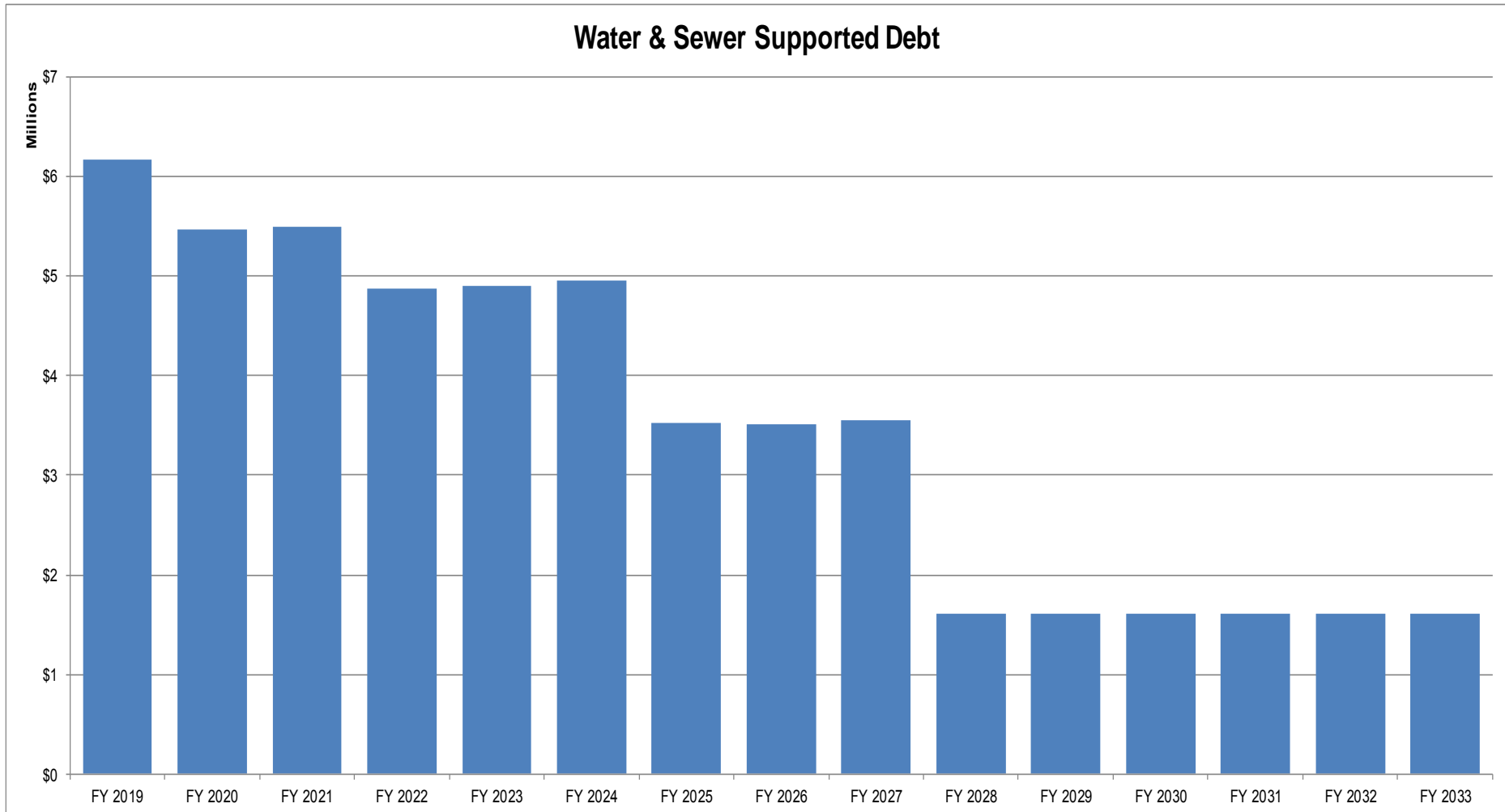
Water and Sewer Fund

Debt Service Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Bond Interest	\$ 1,813,343	\$ 1,690,689	\$ 1,690,689	\$ 1,528,159
• Bond Principal	4,335,000	4,480,000	4,480,000	3,654,659
• Proposed Issue in FY 2019	-	1,400,000	-	2,030,341
• Arbitrage Calculation Fees	2,200	5,040	5,040	5,500
• Paying Agent Fees	2,500	1,000	1,000	1,000
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659



Water & Sewer Supported Debt



Solid Waste Fund

Debt Service Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Solid Waste Fund	843,934	759,618	723,718	715,383
Total	\$ 843,934	\$ 759,618	\$ 723,718	\$ 715,383



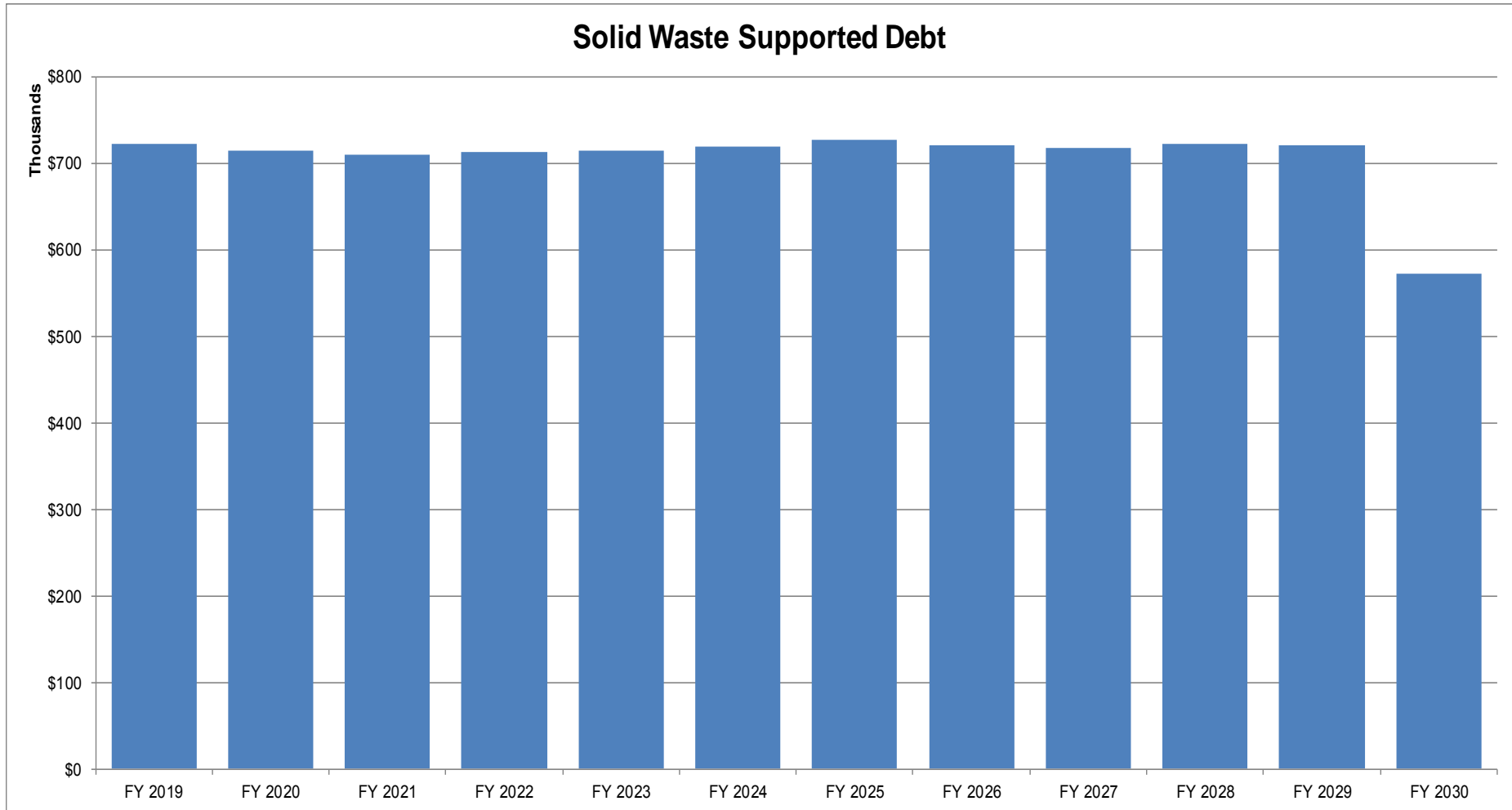
Solid Waste Fund

Debt Service Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Bond Interest	\$ 301,171	\$ 323,798	\$ 287,898	\$ 274,563
• Bond Principal	415,000	435,000	435,000	440,000
• Capital Lease Principal	114,379	-	-	-
• Capital Lease Interest	12,946	-	-	-
• Arbitrage Calculation Fees	238	320	320	320
• Paying Agent Fees	200	500	500	500
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 843,934	\$ 759,618	\$ 723,718	\$ 715,383



Solid Waste Supported Debt



Drainage Utility Fund

Debt Service Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From Drainage Fund	581,341	545,391	546,141	540,950
Total	\$ 581,341	\$ 545,391	\$ 546,141	\$ 540,950



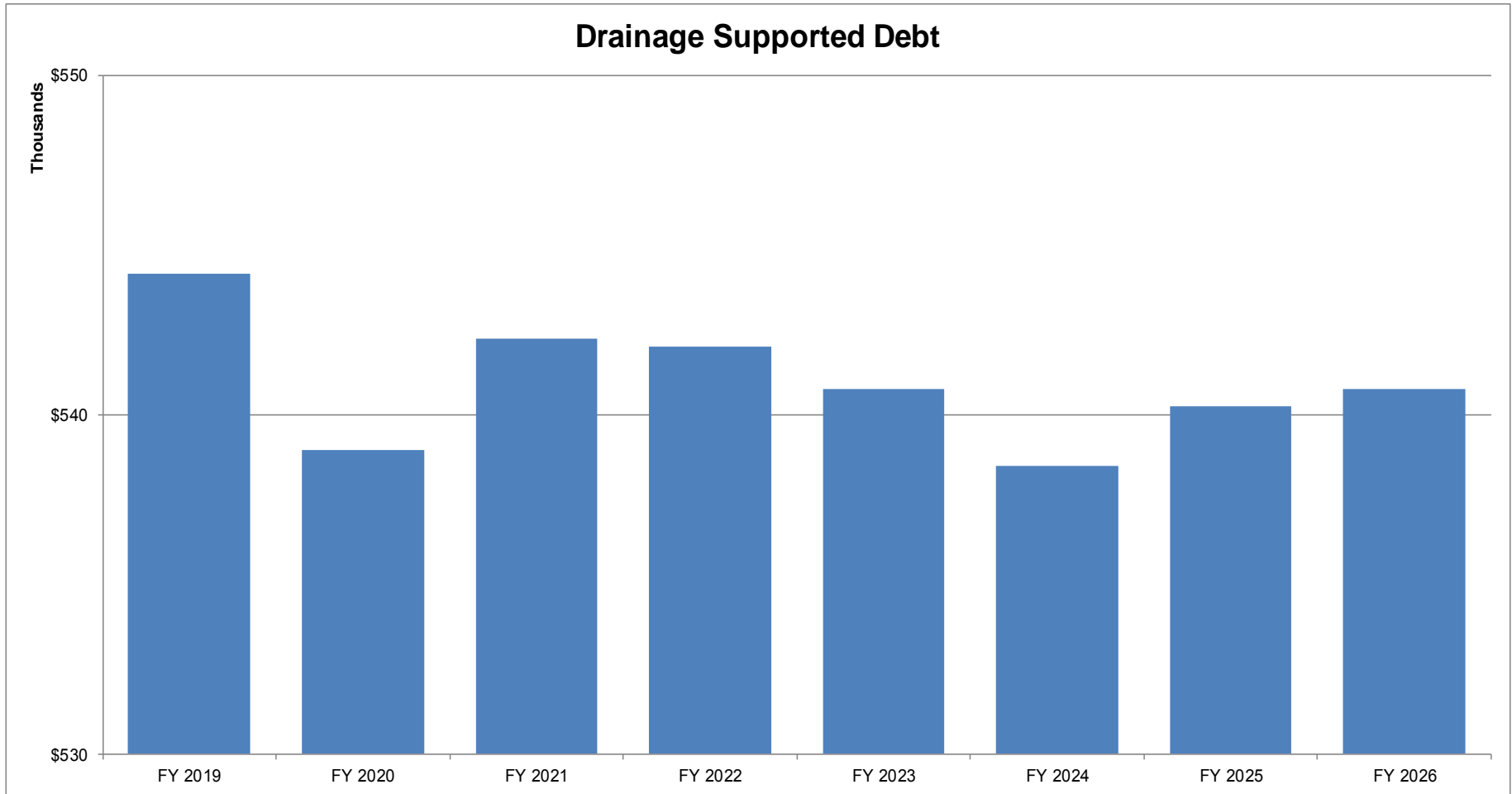
Drainage Utility Fund

Debt Service Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<i>Expense:</i>				
Operations				
• Bond Interest	\$ 173,275	\$ 164,150	\$ 164,150	\$ 148,950
• Bond Principal	365,000	380,000	380,000	390,000
• Arbitrage Calculation Fees	220	491	1,241	1,250
• Capital Lease Principal	37,682	-	-	-
• Capital Lease Interest	5,116	-	-	-
• Paying Agent Fees	48	750	750	750
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 581,341	\$ 545,391	\$ 546,141	\$ 540,950



Drainage Supported Debt



Hotel Occupancy Tax Fund

Debt Service Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Interest Earned	\$ -	\$ -	\$ -	\$ -
From HOT Fund	716,371	723,410	723,410	725,210
Total	\$ 716,371	\$ 723,410	\$ 723,410	\$ 725,210



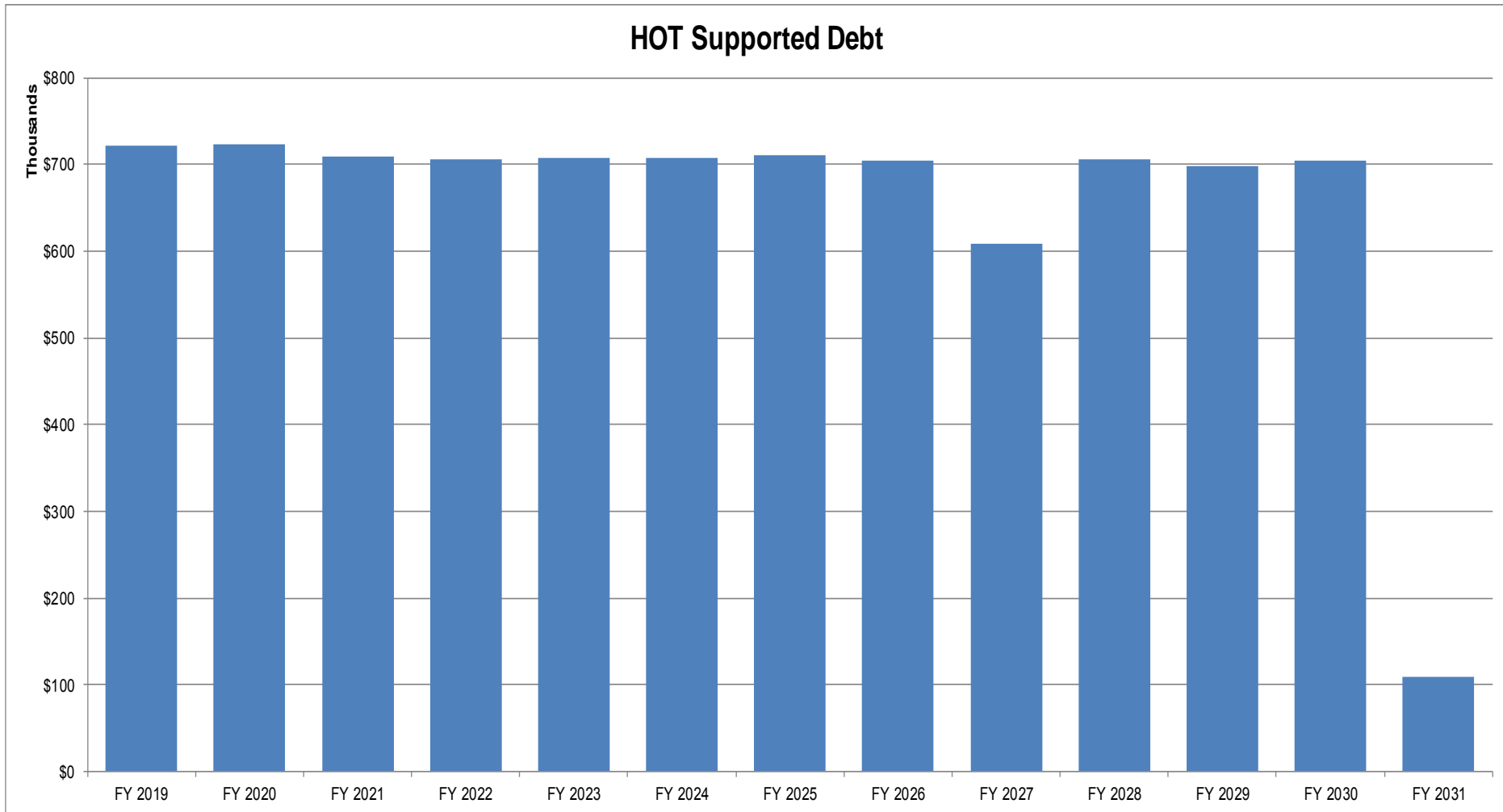
Hotel Occupancy Tax Fund

Debt Service Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
<i>Expense:</i>				
Operations				
• Bond Interest	\$ 249,833	\$ 281,950	\$ 281,950	\$ 263,750
• Bond Principal	465,000	440,000	440,000	460,000
• Arbitrage Calculation Fees	1,011	860	860	860
• Paying Agent Fees	527	600	600	600
• Payment to Escrow Agent	-	-	-	-
• Issuance Costs	-	-	-	-
Total	\$ 716,371	\$ 723,410	\$ 723,410	\$ 725,210



HOT Supported Debt



City Manager's Comments





FY 2020 Proposed Budget Presentation

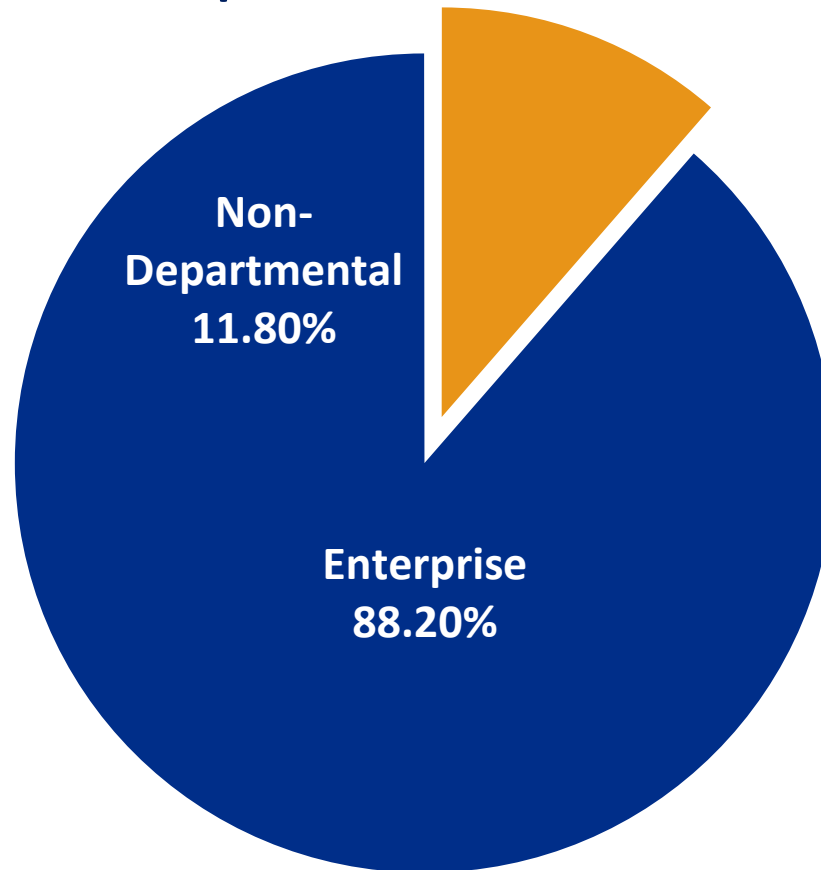
Funds: Multiple Funds

Department: Non-Departmental

Division: Non-Departmental

How Non-Departmental Fits in the Enterprise in FY 2020 – Budget

11.80% of Expenses in Enterprise
Expenses in All Funds



All Funds = \$209,423,419



Summary of Items Funded by Multiple Funds

	FY 2020						
	General Fund	W&S Fund	SW Fund	Drainage Fund	Aviation Funds	Other	TOTAL
Expense:							
Operations							
• Transfer to Fleet Eqpt Repl.	\$ 4,994,242	\$ 275,684	\$ 1,579,000	\$ 34,392	\$ -	\$ -	\$ 6,883,318
• Transfer to Information Tech.	642,889	349,000	100,000	175,216	-	-	\$ 1,267,105
• Transfer to Fleet Services	362,527	25,808	102,813	2,052	-	898	\$ 494,098
• Transfer to Risk Management	500,000	31,794	100,000	18,834	65,189	11,408	\$ 727,225
• Separation Pay	505,730	-	40,594	-	114,150	308,716	\$ 969,190
• KEDC & Chamber	100,000	262,754	-	-	-	-	\$ 362,754
• Audit	900	-	-	-	-	195	\$ 1,095
Total	\$ 7,106,288	\$ 945,040	\$ 1,922,407	\$ 230,494	\$ 179,339	\$ 321,217	\$ 10,704,785



Revenue Budget – General Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From General Fund	13,058,498	10,322,229	14,323,756	12,052,217
Total	\$ 13,058,498	\$ 10,322,229	\$ 14,323,756	\$ 12,052,217



Expense Budget – General Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Transfer to Street Maintenance Fund	\$ -	\$ -	\$ 4,833,566	\$ 4,994,242
• Transfer to Fleet Equipment Repl.	2,663,285	2,441,500	2,441,500	2,500,096
• Bell County Comm Ctr	1,469,885	1,478,732	1,478,732	1,536,376
• Separation Pay	769,290	1,000,000	1,169,958	642,889
• Tax Appraisal District	460,040	510,278	460,040	505,730
• Claims & Damages Contingency	121,088	500,000	75,000	500,000
• KEDC & Chamber	362,527	362,527	362,527	362,527
• Bell County Health District	331,368	331,368	331,368	331,368
• Other/Bad Debt	56,368	530,072	184,283	284,227
• Hill Country Transit (HOP)	120,850	120,850	120,850	120,850
• Consulting/Contingency	25,791	86,783	73,279	100,000
• Audit	106,539	78,420	78,418	69,830
• Municipal Annex [utilities, copier lease]	37,463	53,832	38,013	53,832
• Elderly Transportation	28,489	49,350	49,350	49,350
• Help Center Utilities	765	900	564	900
• Transfer to Information Technology	1,055,827	1,099,887	956,250	-
• Transfer to Risk Management	781,808	817,847	817,847	-
• Transfer to Fleet Services	672,798	718,969	718,969	-
• City Hall [utilities]	123,388	40,914	33,242	-
• Killeen Volunteers, Inc. (KVI)	100,000	100,000	100,000	-
• Transfer to General Fund CIP	3,741,468	-	-	-
• Transfer to Red Light Enf. Fund	10,625	-	-	-
• Transfer to CDBG Fund	18,837	-	-	-
Total	\$ 13,058,498	\$ 10,322,229	\$ 14,323,756	\$ 12,052,217



Explanation of Expense Variance

- ☐ Inflationary increases.
- ☐ No transfer to Capital Improvement Program in FY 2019



Revenue Budget – W&S Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Water & Sewer Fund	14,432,932	9,433,887	9,202,359	5,449,288
Total	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288



Expense Budget – W&S Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Franchise Fees	\$ 3,630,243	\$ 3,702,847	\$ 3,702,847	\$ 3,801,356
• KEDC & Chamber	362,527	362,527	362,527	362,527
• Transfer to Fleet Equipment Repl.	1,009,500	503,700	503,700	349,000
• Other/Bad Debt	308,847	278,591	278,591	275,684
• Indirect Cost Allocation	2,503,524	2,738,499	2,738,499	262,754
• Claims & Damages Contingency	7,479	250,000	20,000	250,000
• Direct Cost Allocation [HR, Building Svcs]	27,059	88,247	88,247	90,365
• Separation Pay	23,797	30,848	29,550	31,794
• Audit	30,331	22,500	22,270	25,808
• Transfer to Information Technology	1,158,196	1,188,475	1,188,475	-
• Transfer to Risk Management	158,723	166,040	166,040	-
• Transfer to Fleet Services	95,087	101,613	101,613	-
• Contingency	-	-	-	-
• Transfer to W&S CIP	5,117,619	-	-	-
Total	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288



Explanation of Expense Variance

☐ Inflationary increase.



Revenue Budget – Solid Waste

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Solid Waste Fund	7,834,233	6,393,436	5,929,094	3,825,599
Total	\$ 7,834,233	\$ 6,393,436	\$ 5,929,094	\$ 3,825,599



Expense Budget – Solid Waste

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Franchise Fees	\$ 1,616,789	\$ 1,667,644	\$ 1,667,644	\$ 1,713,337
• Transfer to Fleet Equipment Repl.	1,500,420	1,536,400	1,536,400	1,579,000
• Indirect Cost Allocation	1,066,917	1,238,814	1,238,814	147,726
• Separation Pay	133,671	100,000	87,772	102,813
• Claims & Damages Contingency	193	100,000	1,000	100,000
• Other/Bad Debt	115,666	100,000	100,000	100,000
• Direct Cost Allocation [HR, Building Svcs]	5,317	35,856	35,516	40,594
• Contingency	-	350,460	-	30,777
• Audit	12,719	10,000	7,686	11,352
• Transfer to Fleet Services	709,785	758,493	758,493	-
• Transfer to Information Technology	270,409	290,600	290,600	-
• Transfer to Risk Management	196,129	205,169	205,169	-
• Transfer to SW CIP	2,206,218	-	-	-
Total	\$ 7,834,233	\$ 6,393,436	\$ 5,929,094	\$ 3,825,599



Explanation of Expense Variance

❑ Inflationary increase.



Revenue Budget – Drainage

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Drainage Fund	5,481,406	1,121,709	1,096,678	569,937
Total	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937



Expense Budget – Drainage

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Franchise Fee	\$ -	\$ 386,413	\$ 386,413	\$ 393,849
• Other/Bad Debt	27,146	40,000	40,000	40,000
• Transfer to Fleet Equipment Repl.	175,216	131,700	131,700	39,000
• Indirect Cost Allocation	245,652	286,048	286,048	34,392
• Claims & Damages Contingency	-	25,000	-	25,000
• Consulting/Contingency	-	10,534	10,534	18,834
• Separation Pay	8,010	8,131	8,130	8,370
• Direct Cost Allocation [HR]	2,052	6,572	6,572	6,572
• Audit	3,829	3,300	3,270	3,920
• Transfer to Information Technology	168,694	174,754	174,754	-
• Transfer to Risk Management	27,660	28,935	28,935	-
• Transfer to Fleet Services	19,017	20,322	20,322	-
• Transfer to Drainage CIP [Drainage Maint.]	4,054,130	-	-	-
• Transfer to Drainage CIP [Rosewood]	750,000	-	-	-
Total	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937



Explanation of Expense Variance

☐ Inflationary increase.



Revenue Budget – KFHRA

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	259,367	237,674	208,380	55,189
Total	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189



Expense Budget – KFHRA

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Claims & Damages Contingency	\$ -	\$ 25,000	\$ -	\$ 41,869
• Separation Pay	65,189	9,872	9,872	9,927
• Direct Cost Allocation [HR]	1,243	3,326	2,000	3,393
• Transfer to Information Technology	114,150	117,118	114,150	-
• Transfer to Risk Management	78,785	82,358	82,358	-
Total	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189



Explanation of Expense Variance

❑ Inflationary increase.



Revenue Budget – Skylark Field

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Aviation Fund	15,108	42,267	34,074	30,911
Total	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911



Expense Budget – Skylark Field

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Claims & Damages Contingency	\$ -	\$ 25,000	\$ -	\$ 29,500
• Separation Pay	-	1,304	33,974	1,311
• Other/Bad Debt	-	100	100	100
• Transfer to Risk Management	15,108	15,863	-	-
Total	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911



Explanation of Expense Variance

☐ Inflationary increase.



Revenue Budget – HOT Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From HOT Fund	339,735	405,054	381,798	333,728
Total	\$ 339,735	\$ 405,054	\$ 381,798	\$ 333,728



Expense Budget – HOT Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Arts Commission	\$ 250,258	\$ 187,737	\$ 190,784	\$ 187,737
• Mounted Warfare Museum	-	80,000	76,697	77,000
• Claims & Damages Contingency	-	25,000	-	25,000
• Audit	11,408	21,000	23,000	23,000
• Consulting/Contingency	-	16,410	16,410	16,200
• Separation Pay	195	4,765	4,765	4,791
• Transfer to Information Technology	42,200	44,310	44,310	-
• Transfer to Risk Management	23,776	24,872	24,872	-
• Transfer to Fleet Services	898	960	960	-
• Transfer to General Fund CIP	11,000	-	-	-
Total	\$ 339,735	\$ 405,054	\$ 381,798	\$ 333,728



Explanation of Expense Variance

☐ Inflationary increase.



Revenue Budget – Street Maintenance Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Street Maintenance Fund	-	-	-	61,838
Total	\$ -	\$ -	\$ -	\$ 61,838



Expense Budget – Street Maintenance Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Separation Pay	\$ -	\$ -	\$ -	\$ 36,838
• Contingency	-	-	-	25,000
Total	\$ -	\$ -	\$ -	\$ 61,838



Explanation of Expense Variance

❑ Established Street Maintenance Fund in FY 2019.



Revenue Budget – Fleet Service Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Fleet Service Fund	1,395	-	601	38,574
Total	\$ 1,395	\$ -	\$ 601	\$ 38,574



Expense Budget – Fleet Service Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Separation Pay	\$ 1,395	\$ -	\$ 601	\$ 38,574
Total	\$ 1,395	\$ -	\$ 601	\$ 38,574



Explanation of Expense Variance

☐ Retirement anticipated in FY 2020.



Revenue Budget – Support Services Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Support Services Fund	-	-	-	630,966
Total	\$ -	\$ -	\$ -	\$ 630,966



Expense Budget – Support Services Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Contingency	\$ -	\$ -	\$ -	\$ 236,783
• Separation Pay	-	-	-	200,000
• Consulting	-	-	-	150,000
• City Hall	-	-	-	44,183
	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 630,966



Explanation of Expense Variance

- ☐ Establish Support Services Internal Service Fund in FY 2020.



Revenue Budget – Risk Management Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Risk Management Fund	-	-	-	87,000
Total	\$ -	\$ -	\$ -	\$ 87,000



Expense Budget – Risk Management Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Separation Pay	\$ -	\$ -	\$ -	\$ 3,500
• Contingency	-	-	-	83,500
Total	\$ -	\$ -	\$ -	\$ 87,000



Explanation of Expense Variance

- ☐ Establishing separation pay and contingency in FY 2020.



Revenue Budget – Information Technology Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Operations Fees	\$ -	\$ -	\$ -	\$ -
Grants	-	-	-	-
From Information Technology Fund	1,432	-	19,181	106,028
Total	\$ 1,432	\$ -	\$ 19,181	\$ 106,028



Expense Budget – Information Technology Fund

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Separation Pay	\$ 1,432	\$ -	\$ 19,181	\$ 6,028
• Contingency	-	-	-	100,000
Total	\$ 1,432	\$ -	\$ 19,181	\$ 106,028



Explanation of Expense Variance

- ☐ Establishing separation pay and contingency in FY 2020.



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None		\$0	\$0	\$0
Total Decision Packages		\$0	\$0	\$0



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				
Total Decision Packages				



City Manager's Comments



**GENERAL FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

CONSOLIDATED

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,424,553
Total	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,424,553
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 769,290	\$ 1,000,000	\$ 1,169,958	\$ 642,889
Support Services	483,615	862,527	437,527	862,527
Professional Services	129,039	228,420	228,418	69,830
Designated Expenses	488,158	946,483	537,602	849,307
Total	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,424,553

AVENUE D BUILDING - MUNICIPAL ANNEX

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832
Total	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Supplies	\$ -	\$ 1,231	\$ 400	\$ 1,231
Support Services	37,463	52,601	37,613	52,601
Total	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832

**GENERAL FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

PUBLIC SERVICES

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 581,471	\$ 603,118	\$ 602,132	\$ 503,118
Total	\$ 581,471	\$ 603,118	\$ 602,132	\$ 503,118
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Bell County Health District	\$ 331,368	\$ 331,368	\$ 331,368	\$ 331,368
Help Center - Utilities	765	900	564	900
Elderly Transportation	28,489	49,350	49,350	49,350
Hill Country Transit District (HOP)	120,850	120,850	120,850	120,850
Killeen Volunteer, Inc. (KVI)	100,000	100,000	100,000	-
Notices Required by Law	-	650	-	650
Total	\$ 581,471	\$ 603,118	\$ 602,132	\$ 503,118

CITY HALL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 123,388	\$ 40,914	\$ 33,242	\$ -
Total	\$ 123,388	\$ 40,914	\$ 33,242	\$ -
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Support Services	\$ 123,388	\$ 40,914	\$ 33,242	\$ -
Total	\$ 123,388	\$ 40,914	\$ 33,242	\$ -

BELL COUNTY COMMUNICATION CENTER

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
Total	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Professional Services	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
Total	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376

DESIGNATED FUNDS

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338
Total	\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Transfer to Fleet Services ISF	\$ 3,336,083	\$ 718,969	\$ 718,969	\$ -
Transfer to Risk Management ISF	781,808	817,847	817,847	-
Transfer to Information Technology ISF	1,055,827	1,099,887	956,250	-
Direct Cost	-	-	-	10,000
Designated Expenses	31,541	30,000	30,000	30,000
Transfers	29,462	-	-	-
Transfer to Street Maintenance Fund	-	-	4,833,566	4,994,242
Transfer to General Fund-CIP	3,741,468	2,441,500	2,441,500	2,500,096
Total	\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338
Total Revenues	\$ 13,058,497	\$ 10,322,229	\$ 14,323,756	\$ 12,052,217
Total Expenses	\$ 13,058,497	\$ 10,322,229	\$ 14,323,756	\$ 12,052,217

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Consolidated					
Personnel Services					
010-9501-491.40-24	SEPARATION PAY	\$ 659,920	\$ 834,167	\$ 989,460	\$ 524,579
010-9501-491.40-85	RETIREMENT - TMRS	51,245	93,010	94,167	66,571
010-9501-491.40-87	SOCIAL SECURITY	50,484	51,719	60,719	34,948
010-9501-491.40-88	MEDICARE	-	12,095	14,200	9,623
010-9501-491.40-89	WORKERS COMPENSATION	7,640	9,009	11,412	7,168
	Personnel Services	769,290	1,000,000	1,169,958	642,889
Support Services					
010-9501-491.44-85	CLAIMS AND DAMAGES	121,088	500,000	75,000	500,000
010-9501-491.44-92	INDUSTRIAL DEVELOPMENT	362,527	362,527	362,527	362,527
	Support Services	483,615	862,527	437,527	862,527
Professional Services					
010-9501-491.47-01	CONSULTING	22,500	150,000	150,000	-
010-9501-491.47-30	ACCOUNTING SERVICES	106,539	78,420	78,418	69,830
	Professional Services	129,039	228,420	228,418	69,830
Designated Expenses					
010-9501-491.50-15	CONTINGENCY	25,791	86,783	73,279	100,000
010-9501-491.50-20	RESERVE APPROPRIATION	-	341,422	-	235,577
010-9501-491.50-60	TAX APPRAISAL DISTRICT	460,040	510,278	460,040	505,730
010-9501-492.50-65	CASH SHORT/OVER	3,511	3,000	1,259	3,000
010-9501-491.50-80	INVENTORY OVER/SHORT	(1,185)	5,000	3,024	5,000
	Designated Expenses	488,158	946,483	537,602	849,307
	Consolidated	\$ 1,870,102	\$ 3,037,430	\$ 2,373,505	\$ 2,424,553
Avenue D Building - Municipal Annex					
Supplies					
010-9502-491.41-35	PRINT SUPPLIES	\$ -	\$ 1,231	\$ 400	\$ 1,231
	Supplies	-	1,231	400	1,231
Support Services					
010-9502-491.44-04	WATER SERVICE	1,285	2,265	1,492	2,265
010-9502-491.44-06	GAS SERVICE	1,326	1,693	1,615	1,693
010-9502-491.44-08	WASTE DISPOSAL	-	1,183	384	1,183
010-9502-491.44-10	EQUIPMENT RENTAL/LEASE	3,795	4,682	3,598	4,682
010-9502-491.44-50	ELECTRICITY SERVICES	31,058	42,778	30,524	42,778
	Support Services	37,463	52,601	37,613	52,601
	Avenue D Building - Municipal Annex	\$ 37,463	\$ 53,832	\$ 38,013	\$ 53,832
Public Services					
Support Services					
010-9503-491.44-28	NOTICES REQUIRED BY LAW	\$ -	\$ 650	\$ -	\$ 650
010-9503-491.44-62	BELL HEALTH DEPARTMENT	331,368	331,368	331,368	331,368
010-9503-491.44-63	HELP CENTER - UTILITIES	765	900	564	900
010-9503-491.44-66	ELDERLY TRANSPORTATION	28,489	49,350	49,350	49,350
010-9503-491.44-67	GRANT TO NON-PROFIT CORP	220,850	220,850	220,850	120,850
	Support Services	581,471	603,118	602,132	503,118
	Public Services	\$ 581,471	\$ 603,118	\$ 602,132	\$ 503,118

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
City Hall					
Support Services					
010-9505-491.44-04	WATER SERVICE	\$ 482	\$ 847	\$ 550	\$ -
010-9505-491.44-05	TELEPHONE	90,600	-	-	-
010-9505-491.44-06	GAS SERVICE	4,287	3,950	3,800	-
010-9505-491.44-08	WASTE DISPOSAL	2,584	2,892	2,892	-
010-9505-491.44-50	ELECTRICITY SERVICES	25,434	33,225	26,000	-
Support Services		123,388	40,914	33,242	-
City Hall		\$ 123,388	\$ 40,914	\$ 33,242	\$ -
Bell County Communication Center					
Professional Services					
010-9509-491.47-01	CONSULTING	\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
Professional Services		1,469,885	1,478,732	1,478,732	1,536,376
Bell County Communication Center		\$ 1,469,885	\$ 1,478,732	\$ 1,478,732	\$ 1,536,376
Designated Funds					
Support Services					
010-9595-492.44-13	ISF EQUIPMENT/VEHICLES	\$ 3,336,083	\$ 718,969	\$ 718,969	\$ -
010-9595-492.44-16	ISF RISK MANAGEMENT	781,808	817,847	817,847	-
010-9595-492.44-18	ISF INFO TECHNOLOGY SVC	1,055,827	1,099,887	956,250	-
010-9595-492.44-68	DIRECT COST	-	-	-	10,000
Support Services		5,173,718	2,636,703	2,493,066	10,000
Designated Expenses					
010-9595-492.50-90	BAD DEBTS	31,541	30,000	30,000	30,000
Designated Expenses		31,541	30,000	30,000	30,000
Transfers					
010-9595-492.92-28	TRANSFER TO CDBG	18,837	-	-	-
010-9595-492.92-34	TRANSFER TO FUND 234	-	-	4,833,566	4,994,242
010-9595-492.92-43	TRANSFER TO FUND 243	10,625	-	-	-
010-9595-492.93-49	TRANSFER TO GEN FUND CIP	3,741,468	2,441,500	2,441,500	2,500,096
Transfers		3,770,930	2,441,500	7,275,066	7,494,338
Designated Funds		\$ 8,976,189	\$ 5,108,203	\$ 9,798,132	\$ 7,534,338

**WATER & SEWER FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659
Total	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Bond Principal Payment	\$ 4,335,000	\$ 5,880,000	\$ 4,480,000	\$ 5,685,000
Bond Interest	1,813,343	1,690,689	1,690,689	1,528,159
Arbitrage Calculation Fees	2,200	5,040	5,040	5,500
Paying Agent Fees	2,500	1,000	1,000	1,000
Total	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288
Total	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 23,797	\$ 30,848	\$ 29,550	\$ 31,794
Direct Cost Allocation	27,059	88,247	88,247	90,365
Franchise Fees	6,133,767	6,441,346	6,441,346	4,064,110
Support Services	7,479	250,000	20,000	250,000
Professional Services	30,331	22,500	22,270	25,808
Industrial Development	362,527	362,527	362,527	362,527
Designated Expenses	308,847	278,591	278,591	275,684
Transfer to Fleet Services ISF	1,104,587	101,613	101,613	-
Transfer to Risk Management ISF	158,723	166,040	166,040	-
Transfer to Water & Sewer Fund-CIP	5,117,619	503,700	503,700	349,000
Transfer to Information Technology ISF	1,158,196	1,188,475	1,188,475	-
Total	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288

TOTAL OTHER APPROPRIATIONS REVENUES	\$ 20,585,975	\$ 17,010,616	\$ 15,379,088	\$ 12,668,947
TOTAL OTHER APPROPRIATIONS EXPENSES	\$ 20,585,975	\$ 17,010,616	\$ 15,379,088	\$ 12,668,947

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Debt Service					
Principal					
550-9000-489.71-10	BOND PRINCIPAL PAYMENTS	\$ 4,335,000	\$ 5,880,000	\$ 4,480,000	\$ 5,685,000
	Principal	4,335,000	5,880,000	4,480,000	5,685,000
Interest and Fiscal Charges					
550-9000-489.72-10	BOND INTEREST	1,813,343	1,690,689	1,690,689	1,528,159
550-9000-489.72-11	ARBITRAGE CALCULATION FEE	2,200	5,040	5,040	5,500
550-9000-489.72-12	PAYING AGENT FEES	2,500	1,000	1,000	1,000
	Interest and Fiscal Charges	1,818,043	1696729	1696729	1534659
	Debt Service	\$ 6,153,043	\$ 7,576,729	\$ 6,176,729	\$ 7,219,659
Non-Departmental					
Personnel Services					
550-9501-491.40-24	SEPARATION PAY	\$ 20,010	\$ 25,732	\$ 24,716	\$ 26,350
550-9501-491.40-85	RETIREMENT - TMRS	1,983	2,869	2,644	3,112
550-9501-491.40-87	SOCIAL SECURITY	1,528	1,596	1,532	1,634
550-9501-491.40-88	MEDICARE	-	373	358	382
550-9501-491.40-89	WORKERS COMPENSATION	277	278	300	316
	Personnel Services	23,797	30,848	29,550	31,794
Support Services					
550-9595-492.44-13	ISF EQUIPMENT/VEHICLES	1,104,587	101,613	101,613	-
550-9595-492.44-16	ISF RISK MANAGEMENT	158,723	166,040	166,040	-
550-9595-492.44-18	ISF INFO TECHNOLOGY SVC	1,158,196	1,188,475	1,188,475	-
550-9595-492.44-68	DIRECT COST	27,059	88,247	88,247	90,365
550-9595-492.44-85	CLAIMS AND DAMAGES	7,479	250,000	20,000	250,000
550-9595-492.44-92	INDUSTRIAL DEVELOPMENT	362,527	362,527	362,527	362,527
	Support Services	2,818,571	2,156,902	1,926,902	702,892
Professional Services					
550-9595-492.47-30	ACCOUNTING SERVICES	30,331	22,500	22,270	25,808
	Professional Services	30,331	22,500	22,270	25,808
Designated Expenses					
550-9595-492.50-65	CASH SHORT/OVER	\$ (276)	\$ 2,000	\$ 2,000	\$ 2,000
550-9595-492.50-80	INVENTORY SHORTAGE	6,308	2,000	2,000	2,000
550-9595-492.50-90	BAD DEBTS	302,815	274,591	274,591	271,684
	Designated Expenses	308,847	278,591	278,591	275,684
Transfers					
550-9595-492.90-10	TRANSFER TO GENERAL FUND	6,133,767	6,441,346	6,441,346	4,064,110
550-9595-492.93-87	TRANSFER TO FUND 387	5,117,619	503,700	503,700	349,000
	Transfers	11,251,386	6,945,046	6,945,046	4,413,110
	Non-Departmental	\$ 14,432,932	\$ 9,433,887	\$ 9,202,359	\$ 5,449,288

**SOLID WASTE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 843,934	\$ 759,618	\$ 723,718	\$ 715,383
Total	<u>\$ 843,934</u>	<u>\$ 759,618</u>	<u>\$ 723,718</u>	<u>\$ 715,383</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Bond Principal Payment	\$ 529,379	\$ 435,000	\$ 435,000	\$ 440,000
Bond Interest	314,117	323,798	287,898	274,563
Arbitrage Calculation Fees	238	320	320	320
Paying Agent Fees	200	500	500	500
Total	<u>\$ 843,934</u>	<u>\$ 759,618</u>	<u>\$ 723,718</u>	<u>\$ 715,383</u>

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 7,834,232	\$ 6,393,436	\$ 5,929,094	\$ 3,825,599
Total	<u>\$ 7,834,232</u>	<u>\$ 6,393,436</u>	<u>\$ 5,929,094</u>	<u>\$ 3,825,599</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 133,671	\$ 100,000	\$ 87,772	\$ 102,813
Direct Cost Allocation	5,317	35,856	35,516	40,594
Franchise Fees	2,683,706	2,906,458	2,906,458	1,861,063
Support Services	193	100,000	1,000	100,000
Professional Services	12,719	10,000	7,686	11,352
Designated Expenses	115,666	450,460	100,000	130,777
Transfer to Fleet Services ISF	2,210,205	758,493	758,493	-
Transfer to Risk Management ISF	196,129	205,169	205,169	-
Transfer to Information Technology ISF	270,409	290,600	290,600	-
Transfer to Solid Waste Fund-CIP	2,206,218	1,536,400	1,536,400	1,579,000
Total	<u>\$ 7,834,232</u>	<u>\$ 6,393,436</u>	<u>\$ 5,929,094</u>	<u>\$ 3,825,599</u>

TOTAL OTHER APPROPRIATIONS	\$ 8,678,167	\$ 7,153,054	\$ 6,652,812	\$ 4,540,982
TOTAL OTHER APPROPRIATIONS	\$ 8,678,167	\$ 7,153,054	\$ 6,652,812	\$ 4,540,982

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Debt Service					
Principal					
540-9000-489.71-10	BOND PRINCIPAL PAYMENTS	\$ 415,000	\$ 435,000	\$ 435,000	\$ 440,000
540-9000-489.71-12	CAPITAL LEASE PRINCIPAL	114,379	-	-	-
540-9000-489.72-10	BOND INTEREST	301,171	323,798	287,898	274,563
540-9000-489.72-11	ARBITRAGE CALCULATION FEE	238	320	320	320
540-9000-489.72-12	PAYING AGENT FEES	200	500	500	500
540-9000-489.72-13	CAPITAL LEASE INTEREST	12,946	-	-	-
	Principal	843,934	759,618	723,718	715,383
	Debt Service	\$ 843,934	\$ 759,618	\$ 723,718	\$ 715,383
Non-Departmental					
Personnel Services					
540-9501-491.40-24	SEPARATION PAY	\$ 111,483	\$ 83,417	\$ 72,749	\$ 85,294
540-9501-491.40-85	RETIREMENT - TMRS	11,021	9,301	7,812	10,073
540-9501-491.40-87	SOCIAL SECURITY	8,529	5,172	4,510	5,288
540-9501-491.40-88	MEDICARE	-	1,209	1,055	1,237
540-9501-491.40-89	WORKERS COMPENSATION	2,638	901	1,646	921
	Personnel Services	133,671	100,000	87,772	102,813
Support Services					
540-9595-492.44-13	ISF EQUIPMENT/VEHICLES	\$ 2,210,205	\$ 758,493	\$ 758,493	\$ -
540-9595-492.44-16	ISF RISK MANAGEMENT	196,129	205,169	205,169	-
540-9595-492.44-18	ISF INFO TECHNOLOGY SVC	270,409	290,600	290,600	-
540-9595-439.44-68	DIRECT COST	5,317	35,856	35,516	40,594
540-9595-439.44-85	CLAIMS AND DAMAGES	193	100,000	1,000	100,000
	Support Services	2,682,253	1,390,118	1,290,778	140,594
Professional Services					
540-9595-439.47-30	ACCOUNTING SERVICES	12,719	10,000	7,686	11,352
	Professional Services	12,719	10,000	7,686	11,352
Designated Expenses					
540-9595-439.50-15	CONTINGENCY	-	350,460	-	30,777
540-9595-439.50-65	CASH SHORT/OVER	(4)	-	-	-
540-9595-439.50-90	BAD DEBTS	115,670	100,000	100,000	100,000
	Designated Expenses	115,666	450,460	100,000	130,777
Transfers					
540-9595-492.90-10	TRANSFER TO GENERAL FUND	2,683,706	2,906,458	2,906,458	1,861,063
540-9595-492.93-54	TRANSFER TO SW FUND CIP	-	1,536,400	1,536,400	1,579,000
540-9595-492.93-88	TRANSFER TO SW FUND CIP	2,206,218	-	-	-
	Transfers	4,889,924	4,442,858	4,442,858	3,440,063
	Non-Departmental	\$ 7,834,232	\$ 6,393,436	\$ 5,929,094	\$ 3,825,599

**DRAINAGE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950
Total	\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Bond Principal Payment	\$ 365,000	\$ 380,000	\$ 380,000	\$ 390,000
Capital Lease Principal	37,682	-	-	-
Bond Interest	173,275	164,150	164,150	148,950
Arbitrage Calculation Fees	220	491	1,241	1,250
Paying Agent Fees	48	750	750	750
Capital Lease Interest	5,116	-	-	-
Total	\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937
Total	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 8,010	\$ 8,131	\$ 8,130	\$ 8,370
Support Services	2,052	417,985	392,985	425,421
Indirect Cost Allocation	245,652	286,048	286,048	34,392
Professional Services	3,829	3,300	3,270	3,920
Designated Expenses	27,146	50,534	50,534	58,834
Transfer to General Fund CIP [Rosewood]	750,000	-	-	-
Transfer to Drainage CIP	4,054,130	131,700	131,700	39,000
Transfer to Fleet Services ISF	194,233	20,322	20,322	-
Transfer to Risk Management ISF	27,660	28,935	28,935	-
Transfer to Information Technology ISF	168,694	174,754	174,754	-
Total	\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937

TOTAL OTHER APPROPRIATIONS REVENUES	\$ 6,062,746	\$ 1,667,100	\$ 1,642,819	\$ 1,110,887
TOTAL OTHER APPROPRIATIONS EXPENSES	\$ 6,062,746	\$ 1,667,100	\$ 1,642,819	\$ 1,110,887

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Debt Service					
Principal					
575-9000-489.71-10	BOND PRINCIPAL PAYMENTS	\$ 365,000	\$ 380,000	\$ 380,000	\$ 390,000
575-9000-489.71-12	CAPITAL LEASE PRINCIPAL	37,682	-	-	-
575-9000-489.72-10	BOND INTEREST	173,275	164,150	164,150	148,950
575-9000-489.72-11	ARBITRAGE CALCULATION FEE	220	491	1,241	1,250
575-9000-489.72-12	PAYING AGENT FEES	48	750	750	750
575-9000-489.72-13	CAPITAL LEASE INTEREST	5,116	-	-	-
Principal		581,340	545,391	546,141	540,950
Debt Service		\$ 581,340	\$ 545,391	\$ 546,141	\$ 540,950
Non-Departmental					
Personnel Services					
575-9501-491.40-24	SEPARATION PAY	\$ 6,710	\$ 6,782	\$ 6,782	\$ 6,945
575-9501-491.40-85	RETIREMENT - TMRS	666	757	757	820
575-9501-491.40-87	SOCIAL SECURITY	513	421	420	431
575-9501-491.40-88	MEDICARE	-	98	98	101
575-9501-491.40-89	WORKERS COMPENSATION	121	73	73	73
Personnel Services		8,010	8,131	8,130	8,370
Support Services					
575-9595-492.44-13	ISF EQUIPMENT/VEHICLES	194,233	20,322	20,322	-
575-9595-492.44-16	ISF RISK MANAGEMENT	27,660	28,935	28,935	-
575-9595-492.44-18	ISF INFO TECHNOLOGY SVC	168,694	174,754	174,754	-
575-9595-492.44-68	DIRECT COST	2,052	6,572	6,572	6,572
575-9595-492.44-82	GEN FUND FRANCHISE FEE	-	386,413	386,413	393,849
575-9595-492.44-85	CLAIMS AND DAMAGES	-	25,000	-	25,000
Support Services		392,639	641,996	616,996	425,421
Professional Services					
575-9595-492.47-30	ACCOUNTING SERVICES	3,829	3,300	3,270	3,920
Professional Services		3,829	3,300	3,270	3,920
Designated Expenses					
575-9595-492.50-15	CONTINGENCY	\$ -	\$ 10,534	\$ 10,534	\$ 18,834
575-9595-492.50-90	BAD DEBTS	27,146	40,000	40,000	40,000
Designated Expenses		27,146	50,534	50,534	58,834
Transfers					
575-9595-492.90-10	TRANSFER TO GENERAL FUND	245,652	286,048	286,048	34,392
575-9595-492.93-49	TRANSFER TO GEN FUND CIP	750,000	-	-	-
575-9595-492.93-75	TRANSFER TO DRAINAGE CIP	4,054,130	131,700	131,700	39,000
Transfers		5,049,782	417,748	417,748	73,392
Non-Departmental		\$ 5,481,406	\$ 1,121,709	\$ 1,096,678	\$ 569,937

**AVIATION FUND
KILLEEN-FORT HOOD REGIONAL AIRPORT
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189
Total Airport Human Resources Revenue	<u>\$ 259,367</u>	<u>\$ 237,674</u>	<u>\$ 208,380</u>	<u>\$ 55,189</u>

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 65,189	\$ 9,872	\$ 9,872	\$ 9,927
Direct Cost Allocation [Human Resources]	1,243	3,326	2,000	3,393
Transfer to Risk Management ISF	78,785	82,358	82,358	-
Support Services	-	25,000	-	25,000
Designated Expenses	-	-	-	16,869
Transfer to Information Technology ISF	114,150	117,118	114,150	-
Total Airport Non-Departmental Expense	<u>\$ 259,367</u>	<u>\$ 237,674</u>	<u>\$ 208,380</u>	<u>\$ 55,189</u>

TOTAL OTHER APPROPRIATIONS REVENUE	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189
TOTAL OTHER APPROPRIATIONS EXPENSES	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Non-Departmental				
Personnel Services				
525-9501-491.40-24 SEPARATION PAY	\$ 55,283	\$ 8,235	\$ 8,235	\$ 8,235
525-9501-491.40-85 RETIREMENT - TMRS	5,495	918	918	973
525-9501-491.40-87 SOCIAL SECURITY	4,229	511	511	511
525-9501-491.40-88 MEDICARE	-	119	119	119
525-9501-491.40-89 WORKERS COMPENSATION	182	89	89	89
Personnel Services	65,189	9,872	9,872	9,927
Support Services				
525-9501-491.44-85 CLAIMS AND DAMAGES	-	25,000	-	25,000
525-9595-492.44-16 ISF RISK MANAGEMENT	78,785	82,358	82,358	-
525-9595-492.44-18 ISF INFO TECHNOLOGY SVC	114,150	117,118	114,150	-
525-9595-492.44-68 DIRECT COST	1,243	3,326	2,000	3,393
Support Services	194,178	227,802	198,508	28,393
Designated Expenses				
525-9501-491.50-20 RESERVE APPROPRIATION	-	-	-	16,869
Designated Expenses	-	-	-	16,869
Non-Departmental	\$ 259,367	\$ 237,674	\$ 208,380	\$ 55,189

**AVIATION FUND
SKYLARK FIELD
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911
Total Non-Departmental Revenue	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ -	\$ 1,304	\$ 33,974	\$ 1,311
Support Services	15,108	40,863	-	25,000
Designated Expenses	-	100	100	4,600
Total Non-Departmental Expenses	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911
TOTAL OTHER APPROPRIATIONS REVENUE	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911
TOTAL OTHER APPROPRIATIONS EXPENSES	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Non-Departmental				
Personnel Services				
527-9501-491.40-24 SEPARATION PAY	\$ -	\$ 1,088	\$ 28,300	\$ 1,088
527-9501-491.40-85 RETIREMENT - TMRS	-	121	3,155	128
527-9501-491.40-87 SOCIAL SECURITY	-	67	1,755	67
527-9501-491.40-88 MEDICARE	-	16	410	16
527-9501-491.40-89 WORKERS COMPENSATION	-	12	354	12
Personnel Services	-	1,304	33,974	1,311
Support Services				
527-9501-491.44-85 CLAIMS AND DAMAGES	-	25,000	-	25,000
527-9595-492.44-16 ISF RISK MANAGEMENT	15,108	15,863	-	-
Support Services	15,108	40,863	-	25,000
Designated Expenses				
527-9501-491.50-20 RESERVE APPROPRIATION	-	-	-	4,500
527-9501-521.50-65 CASH SHORT/OVER	-	100	100	100
Designated Expenses	-	100	100	4,600
Non-Departmental	\$ 15,108	\$ 42,267	\$ 34,074	\$ 30,911

**HOTEL OCCUPANCY TAX
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

GRANTS TO THE ARTS

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737
Total	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Material & Supplies	617	570	340	570
Grants	249,641	267,167	267,141	264,167
Total	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737

DEBT SERVICE

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210
Total	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Bond Principal Payment	\$ 465,000	\$ 440,000	\$ 440,000	\$ 460,000
Bond Interest	249,833	281,950	281,950	263,750
Arbitrage Calculation Fees	1,011	860	860	860
Paying Agent Fees	527	600	600	600
Total	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210

NON-DEPARTMENTAL

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 89,477	\$ 137,317	\$ 114,317	\$ 68,991
Total	\$ 89,477	\$ 137,317	\$ 114,317	\$ 68,991
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 195	\$ 4,765	\$ 4,765	\$ 4,791
Material & Supplies	66,874	95,142	70,142	25,000
Contracts	11,408	37,410	39,410	39,200
Transfers	11,000	-	-	-
Total	\$ 89,477	\$ 137,317	\$ 114,317	\$ 68,991
TOTAL OTHER APPROPRIATIONS REVENUES	\$ 1,056,107	\$ 1,128,464	\$ 1,105,208	\$ 1,058,938

**HOTEL OCCUPANCY TAX
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

**TOTAL OTHER APPROPRIATIONS
EXPENSES**

\$ 1,056,107	\$ 1,128,464	\$ 1,105,208	\$ 1,058,938
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Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Debt Service					
Principal					
214-9000-489.71-10	BOND PRINCIPAL PAYMENTS	\$ 465,000	\$ 440,000	\$ 440,000	\$ 460,000
	Principal	465,000	440,000	440,000	460,000
Interest & Fiscal Charges					
214-9000-489.72-10	BOND INTEREST	249,833	281,950	281,950	263,750
214-9000-489.72-11	ARBITRAGE CALCULATION FEE	1,011	860	860	860
214-9000-489.72-12	PAYING AGENT FEES	527	600	600	600
	Interest & Fiscal Charges	251,372	283,410	283,410	265,210
	Debt Service	\$ 716,372	\$ 723,410	\$ 723,410	\$ 725,210
Finance Administration					
Supplies					
214-2020-415.41-10	OFFICE	\$ 16	\$ 150	\$ -	\$ 150
214-2020-415.41-15	POSTAGE/CARRIER SERVICE	-	60	-	60
214-2020-415.41-35	PRINT SUPPLIES	123	-	-	-
	Supplies	139	210	-	210
Support Services					
214-2020-415.44-25	LEGAL AND PUBLIC NOTICES	477	360	340	360
	Support Services	477	360	340	360
Grants					
214-2010-415.55-62	GRANTS	-	80,000	76,697	77,000
214-2020-415.55-43	GRANTS TO THE ARTS	249,419	185,167	190,142	185,167
214-2020-415.55-59	KAC ADMINISTRATIVE EXPENS	223	2,000	302	2,000
	Grants	249,641	267,167	267,141	264,167
	Finance Administration	\$ 250,258	\$ 267,737	\$ 267,481	\$ 264,737
Non-Departmental					
Personnel Services					
214-9501-491.40-24	SEPARATION PAY	\$ 163	\$ 3,975	\$ 3,975	\$ 3,975
214-9501-491.40-85	RETIREMENT - TMRS	16	443	443	469
214-9501-491.40-87	SOCIAL SECURITY	12	246	246	246
214-9501-491.40-88	MEDICARE	-	58	58	58
214-9501-491.40-89	WORKERS COMPENSATION	3	43	43	43
	Personnel Services	195	4,765	4,765	4,791
Support Services					
214-9501-491.44-85	CLAIMS AND DAMAGES	-	25,000	-	25,000
214-9595-492.44-13	ISF EQUIPMENT/VEHICLES	898	960	960	-
214-9595-492.44-16	ISF RISK MANAGEMENT	23,776	24,872	24,872	-
214-9595-492.44-18	ISF INFO TECHNOLOGY SVC	42,200	44,310	44,310	-
	Support Services	66,874	95,142	70,142	25,000
Professional Services					
214-9501-457.47-30	ACCOUNTING SERVICES	11,408	21,000	23,000	23,000
	Professional Services	11,408	21,000	23,000	23,000
Designated Expenses					
214-9595-492.50-15	CONTINGENCY	-	16,410	16,410	16,200
	Designated Expenses	-	16,410	16,410	16,200
Transfers					
214-9595-492.93-49	TRANSFER TO GENERAL FUND CIP	11,000	-	-	-
	Transfers	11,000	-	-	-
	Non-Departmental	\$ 89,477	\$ 137,317	\$ 114,317	\$ 68,991

**STREET MAINTENANCE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ -	\$ -	\$ -	\$ 61,838
Total Non-Departmental Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ -	\$ -	\$ -	\$ 36,838
Support Services	-	-	-	25,000
Total Non-Departmental Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>
TOTAL OTHER APPROPRIATIONS REVENUE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>
TOTAL OTHER APPROPRIATIONS EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Non-Departmental				
Personnel Services				
234-9501-491.40-24 SEPARATION PAY	\$ -	\$ -	\$ -	\$ 30,000
234-9501-491.40-85 RETIREMENT - TMRS	-	-	-	3,543
234-9501-491.40-87 SOCIAL SECURITY	-	-	-	1,860
234-9501-491.40-88 MEDICARE	-	-	-	435
234-9501-491.40-89 WORKERS COMPENSATION	-	-	-	1,000
Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>36,838</u>
Support Services				
234-9501-491.44-85 CLAIMS AND DAMAGES	-	-	-	25,000
Support Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>
Non-Departmental	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,838</u>

**INFORMATION TECHNOLOGY
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 1,432	\$ -	\$ 19,181	\$ 106,028
Total Non-Departmental Revenue	<u>\$ 1,432</u>	<u>\$ -</u>	<u>\$ 19,181</u>	<u>\$ 106,028</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 1,432	\$ -	\$ 19,181	\$ 6,028
Designated Expenses	-	-	-	100,000
Total Non-Departmental Expenses	<u>\$ 1,432</u>	<u>\$ -</u>	<u>\$ 19,181</u>	<u>\$ 106,028</u>
TOTAL OTHER APPROPRIATIONS REVENUE	<u>\$ 1,432</u>	<u>\$ -</u>	<u>\$ 19,181</u>	<u>\$ 106,028</u>
TOTAL OTHER APPROPRIATIONS EXPENSES	<u>\$ 1,432</u>	<u>\$ -</u>	<u>\$ 19,181</u>	<u>\$ 106,028</u>

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Non-Departmental				
Personnel Services				
627-9501-491.40-24 SEPARATION PAY	\$ 1,216	\$ -	\$ 16,000	\$ 5,000
627-9501-491.40-85 RETIREMENT - TMRS	121	-	1,784	591
627-9501-491.40-87 SOCIAL SECURITY	93	-	992	310
627-9501-491.40-88 MEDICARE	-	-	232	73
627-9501-491.40-89 WORKERS COMPENSATION	2	-	173	54
Personnel Services	1,432	-	19,181	6,028
Designated Expenses				
627-9501-491.50-15 CONTINGENCY	-	-	-	100,000
Designated Expenses	-	-	-	100,000
Non-Departmental	\$ 1,432	\$ -	\$ 19,181	\$ 106,028

**RISK MANAGEMENT
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ -	\$ -	\$ -	\$ 83,500
Total Non-Departmental Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ -	\$ -	\$ -	\$ 3,500
Designated Expenses	-	-	-	80,000
Total Non-Departmental Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
TOTAL OTHER APPROPRIATIONS REVENUE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>
TOTAL OTHER APPROPRIATIONS EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Non-Departmental					
Personnel Services					
623-9501-491.40-24	SEPARATION PAY	\$ -	\$ -	\$ -	\$ 2,904
623-9501-491.40-85	RETIREMENT - TMRS	-	-	-	343
623-9501-491.40-87	SOCIAL SECURITY	-	-	-	180
623-9501-491.40-88	MEDICARE	-	-	-	42
623-9501-491.40-89	WORKERS COMPENSATION	-	-	-	31
	Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,500</u>
Designated Expenses					
623-9501-491.50-15	CONTINGENCY	-	-	-	80,000
	Designated Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,000</u>
	Non-Departmental	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,500</u>

**FLEET SERVICES
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ 1,395	\$ -	\$ 601	\$ 38,574
Total Non-Departmental Revenue	<u>\$ 1,395</u>	<u>\$ -</u>	<u>\$ 601</u>	<u>\$ 38,574</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ 1,395	\$ -	\$ 601	\$ 38,574
Designated Expenses	-	-	-	-
Total Non-Departmental Expenses	<u>\$ 1,395</u>	<u>\$ -</u>	<u>\$ 601</u>	<u>\$ 38,574</u>
TOTAL OTHER APPROPRIATIONS REVENUE	<u>\$ 1,395</u>	<u>\$ -</u>	<u>\$ 601</u>	<u>\$ 38,574</u>
TOTAL OTHER APPROPRIATIONS EXPENSES	<u>\$ 1,395</u>	<u>\$ -</u>	<u>\$ 601</u>	<u>\$ 38,574</u>

Description		FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Non-Departmental					
Personnel Services					
601-9501-491.40-24	SEPARATION PAY	\$ 1,180	\$ -	\$ 500	\$ 32,000
601-9501-491.40-85	RETIREMENT - TMRS	117	-	56	3,780
601-9501-491.40-87	SOCIAL SECURITY	90	-	31	1,984
601-9501-491.40-88	MEDICARE	-	-	8	464
601-9501-491.40-89	WORKERS COMPENSATION	8	-	6	346
	Personnel Services	1,395	-	601	38,574
Designated Expenses					
234-9501-491.50-15	CONTINGENCY	-	-	-	-
	Designated Expenses	-	-	-	-
	Non-Departmental	\$ 1,395	\$ -	\$ 601	\$ 38,574

**SUPPORT SERVICES
INTERNAL SERVICE FUND
OTHER APPROPRIATIONS**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
General Resources	\$ -	\$ -	\$ -	\$ 630,966
Total Non-Departmental Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 630,966</u>
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expense Summary				
Separation Pay	\$ -	\$ -	\$ -	\$ 200,000
Support Services	-	-	-	94,183
Professional Services	-	-	-	150,000
Designated Expenses	-	-	-	186,783
Total Non-Departmental Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 630,966</u>
TOTAL OTHER APPROPRIATIONS REVENUE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 630,966</u>
TOTAL OTHER APPROPRIATIONS EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 630,966</u>

Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Non-Departmental				
Personnel Services				
610-9501-491.40-24 SEPARATION PAY	\$ -	\$ -	\$ -	\$ 165,920
610-9501-491.40-85 RETIREMENT - TMRS	-	-	-	19,595
610-9501-491.40-87 SOCIAL SECURITY	-	-	-	10,287
610-9501-491.40-88 MEDICARE	-	-	-	2,406
610-9501-491.40-89 WORKERS COMPENSATION	-	-	-	1,792
Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,000</u>
Support Services				
610-9505-491.44-04 WATER SERVICE	-	-	-	847
610-9505-491.44-06 GAS SERVICE	-	-	-	3,950
610-9505-491.44-08 WASTE DISPOSAL	-	-	-	2,892
610-9505-491.44-10 EQUIPMENT RENTAL/LEASE	-	-	-	3,269
610-9505-491.44-50 ELECTRICITY	-	-	-	33,225
610-9501-491.44-85 CLAIMS AND DAMAGES	-	-	-	50,000
Support Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>94,183</u>
Professional Services				
610-9501-491.47-01 CONSULTING	-	-	-	150,000
Professional Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>150,000</u>
Designated Expenses				
610-9501-491.50-15 CONTINGENCY	-	-	-	186,783
Designated Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>186,783</u>
Non-Departmental	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 630,966</u>



FY 2020 Proposed Budget Presentation

Fund: Special Revenue Funds

Department: Multiple

Division: Multiple

Revenue Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Revenue:				
Community Service Donations	\$ 30,399	\$ 295,000	\$ 220,000	\$ 245,000
Police Department Donation Fund	150,256	159,680	40,151	61,972
Law Enforcement Grant	38,252	570,051	67,841	356,474
Animal Control Donations	102,861	185,122	255,109	84,000
Tax Increment Fund	210,652	238,476	257,409	375,897
Total	\$ 532,420	\$ 1,448,329	\$ 840,509	\$ 1,123,343



Expense Budget

	Actual FY 2018	Adopted Budget FY 2019	Estimated Actual FY 2019	Proposed Budget FY 2020
Expense:				
Operations				
• Community Service Donations	\$ 65,671	\$ 295,000	\$ -	\$ 245,000
• Police Department Donations	31,200	233,496	28,966	250,358
• Law Enforcement Grant	1,330	570,051	213,040	356,474
• Animal Control Donations	4,705	199,739	141,625	84,000
• Tax Increment Fund	-	-	-	1,350,757
Total	\$ 102,907	\$ 1,298,286	\$ 383,631	\$ 2,286,589



City Manager's Comments



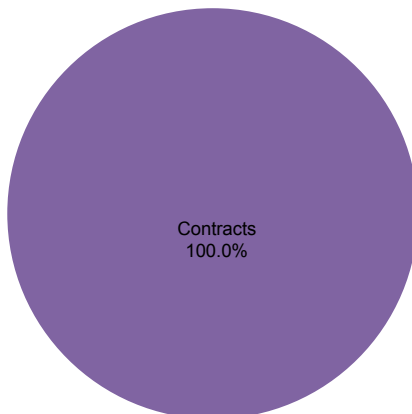
**SPECIAL REVENUE FUND
RECREATION SERVICES DONATIONS FUND**

**CITY OF KILLEEN
FY2020 PROPOSED BUDGET**

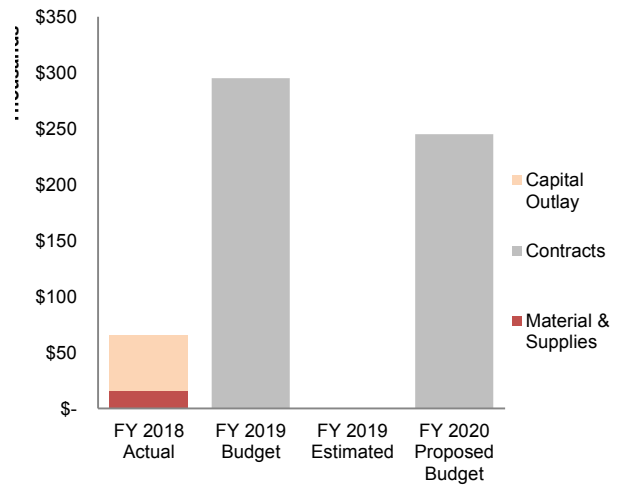
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
Recreation Donations	\$ 16,940	\$ 50,000	\$ 75,000	\$ 50,000
Athletic Donations	11,340	45,000	45,000	45,000
TAMUCT Donations	-	50,000	-	-
Golf Donations	1,000	100,000	-	100,000
Senior Citizens Center Donations	-	50,000	100,000	50,000
Disadvantage Youth Donations	198	-	-	-
Investments Income	921	-	-	-
General Resources	35,272	-	(220,000)	-
Total	\$ 65,671	\$ 295,000	\$ -	\$ 245,000

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Material & Supplies	\$ 15,856	\$ -	\$ -	\$ -
Contracts	-	295,000	-	245,000
Capital Outlay	49,815	-	-	-
Total	\$ 65,671	\$ 295,000	\$ -	\$ 245,000

Department Expenditures



Department Expenditures History

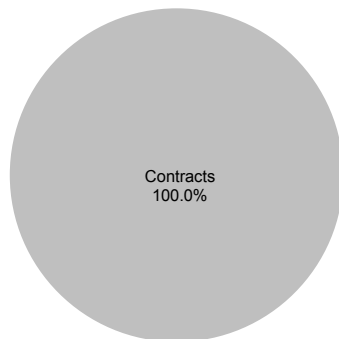


Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Recreation Services Donations Revenues					
Investments Income					
238-0000-361.05-00	INTEREST EARNED	\$ -	\$ -	\$ -	\$ -
238-0000-361.05-10	INVESTMENT EXPENSE	-	-	-	-
	Investments Income	-	-	-	-
Designated Expenses					
238-0000-381.07-01	RECREATION DONATIONS	-	75,000	75,000	50,000
238-0000-381.07-02	ATHLETIC DONATIONS	-	45,000	45,000	45,000
238-0000-381.07-03	TAMUCT DONATIONS	-	50,000	-	50,000
238-0000-381.07-04	GOLF DONATIONS	-	100,000	100,000	100,000
238-0000-381.07-05	SR CITIZEN CENTER DONATION	-	10,000	100,000	50,000
	Designated Expenses	-	280,000	320,000	295,000
Other Financing Sources					
238-0000-392.02-01	INSURANCE PROCEEDS	-	-	-	-
	Other Financing Sources	-	-	-	-
	Recreation Services Donations Revenues	\$ -	\$ 280,000	\$ 320,000	\$ 295,000
Recreation Services Donations Expenditures					
Supplies					
238-3030-531.41-60	FOOD SUPPLIES	\$ 7,589	\$ -	\$ -	\$ -
238-3030-531.41-65	MINOR TOOLS	24	-	-	-
238-3030-531.41-85	EDUCATIONAL AND RECREATION	1,298	-	-	-
	Supplies	8,911	-	-	-
Repair & Maintenance					
238-3025-531.42-90	PARKS MAINTENANCE	1,050	-	-	-
	Repair & Maintenance	1,050	-	-	-
Support Services					
238-3030-531.44-70	TROPHIES AND AWARDS	4,745	-	-	-
	Support Services	4,745	-	-	-
Professional Services					
238-3030-531.47-02	ENTERTAINMENT SERVICES	1,150	-	-	-
	Professional Services	1,150	-	-	-
Designated Expenses					
238-3025-531.50-20	RESERVE APPROPRIATION	-	100,000	-	100,000
238-3026-531.50-20	RESERVE APPROPRIATION	-	50,000	-	50,000
238-3030-531.50-20	RESERVE APPROPRIATION	-	50,000	-	50,000
238-3032-531.50-20	RESERVE APPROPRIATION	-	45,000	-	45,000
238-3020-424.51-20	TAMUCT CONTRIBUTION	-	50,000	-	-
	Designated Expenses	-	295,000	-	245,000
Capital Outlay					
238-3026-531.61-40	COMPUTER EQUIP/SOFTWARE	49,815	-	-	-
	Capital Outlay	49,815	-	-	-
	Recreation Services Donations Expenditures	\$ 65,671	\$ 295,000	\$ -	\$ 245,000

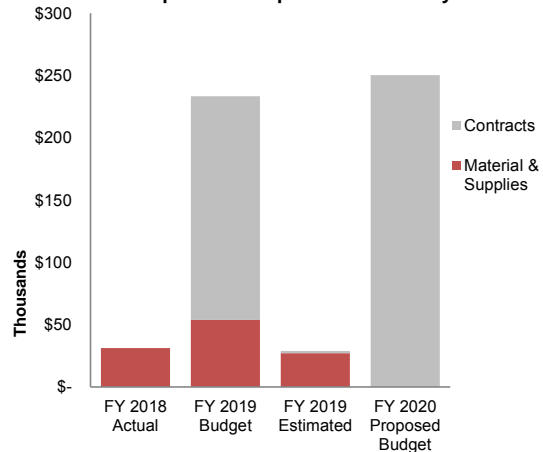
	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Revenue Summary				
Intergovernmental Revenue	\$ 23,110	\$ 17,776	\$ 20,162	\$ 19,892
Charges for Services	13,697	10,252	6,500	9,556
Investments Income	2,959	-	-	-
Contribution/Donations	78,750	6,430	10,344	15,514
Miscellaneous Receipts	31,742	125,222	3,145	17,010
General Resources	(119,056)	73,816	(11,185)	188,386
Total	\$ 31,202	\$ 233,496	\$ 28,966	\$ 250,358

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Expenditure Summary				
Material & Supplies	\$ 31,202	\$ 53,766	\$ 27,116	\$ -
Contracts	-	179,730	1,850	250,358
Total	\$ 31,202	\$ 233,496	\$ 28,966	\$ 250,358

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Police Donations Fund Revenues					
Intergovernmental Revenue					
249-0000-334.01-03	LEOSE	\$ 23,110	\$ 17,776	\$ 20,162	\$ 19,892
	Intergovernmental Revenue	23,110	17,776	20,162	19,892
Charges for Services					
249-0000-342.01-05	VEHICLE ABANDONMENT FEES	6,230	-	-	-
249-0000-342.03-01	JAIL PHONE FEES	7,467	10,252	6,500	9,556
	Charges for Services	13,697	10,252	6,500	9,556
Investments Income					
249-0000-361.05-00	INTEREST EARNED	2,959	-	-	-
	Investments Income	2,959	-	-	-
Miscellaneous Income					
249-0000-379.99-01	EVIDENCE CASH	30,576	63,353	-	-
	Miscellaneous Income	30,576	63,353	-	-
Contribution/Donations					
249-0000-381.01-01	NATIONAL NIGHT OUT	2,501	3,253	1,950	2,846
249-0000-381.01-02	POLICE EXPLORERS	6,249	3,177	4,500	3,177
249-0000-381.01-03	POLICE DONATIONS	-	-	-	3,491
249-0000-381.01-04	BLUE SANTA	-	-	650	1,000
249-0000-381.01-05	HOMELESS OUTREACH	-	-	3,244	5,000
249-0000-381.01-11	PETCO GRANT	70,000	-	-	-
	Contribution/Donations	78,750	6,430	10,344	15,514
Other Financing Sources					
249-0000-392.01-01	SALE OF ASSETS	1,166	61,869	3,145	17,010
	Other Financing Sources	1,166	61,869	3,145	17,010
	Police Donations Fund Revenues	\$ 150,258	\$ 159,680	\$ 40,151	\$ 61,972
Police Donations Fund Expenditures					
Supplies					
249-6000-444.41-27	PUBLIC OUTREACH	\$ 2,508	\$ 53,766	\$ 1,636	\$ -
249-6000-445.41-60	FOOD SUPPLIES	457	-	498	-
	Supplies	2,965	53,766	2,134	-
Support Services					
249-6000-443.44-30	TRAINING AND TRAVEL	24,475	-	23,408	-
249-6000-445.44-30	TRAINING AND TRAVEL	2,625	-	1,504	-
249-6000-445.44-70	TROPHIES AND AWARDS	646	-	70	-
249-6000-445.44-75	DUES AND MEMBERSHIPS	491	-	-	-
	Support Services	28,237	-	24,982	-
Designated Expenses					
249-6000-441.50-20	RESERVE APPROPRIATION	-	179,730	-	250,358
249-6000-441.50-71	BLUE SANTA DONATION PROGR	-	-	650	-
249-6000-441.50-72	HOMELESS OUTREACH PROGR	-	-	1,200	-
	Designated Expenses	\$ -	\$ 179,730	\$ 1,850	\$ 250,358
	Police Donations Fund Expenditures	\$ 31,202	\$ 233,496	\$ 28,966	\$ 250,358

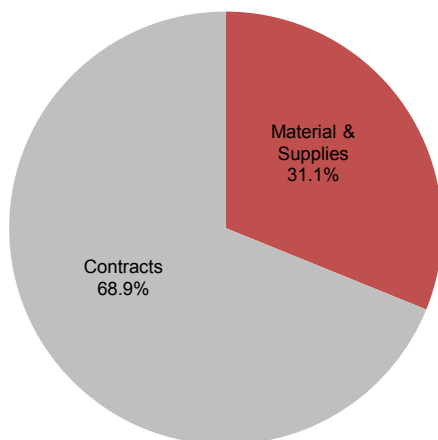
Revenue Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Intergovernmental Revenue	\$ 1,330	\$ 570,051	\$ 67,841	\$ 356,474
Investments Income	621	-	-	-
Other Financing Sources	36,300	-	-	-
General Resources	(36,921)	-	145,199	-
Total	\$ 1,330	\$ 570,051	\$ 213,040	\$ 356,474

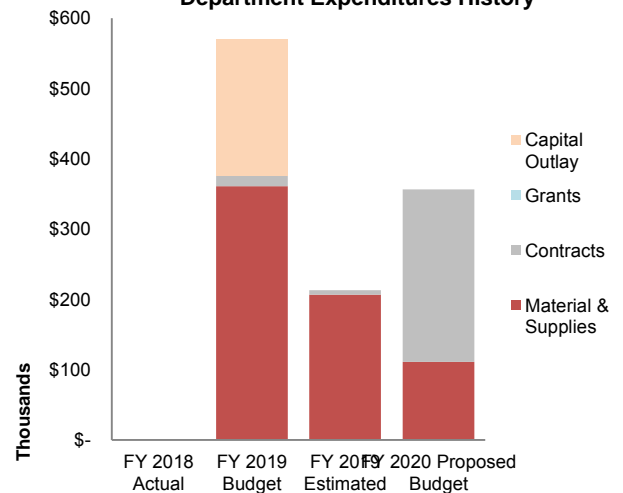
Expenditure Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Material & Supplies	\$ -	\$ 361,051	\$ 206,640	\$ 111,001
Contracts	-	15,000	6,400	245,473
Grants	1,330	-	-	-
Capital Outlay	-	194,000	-	-
Total	\$ 1,330	\$ 570,051	\$ 213,040	\$ 356,474

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Law Enforcement Grant Revenues					
Intergovernmental Revenues					
207-0000-332.01-01	USDOJ-JAG	\$ 1,330	\$ 555,051	\$ 52,841	\$ 152,092
207-0000-334.01-02	CJD-CRISIS ASSISTANCE	-	15,000	15,000	104,382
207-0000-334.01-05	CJD-PUBLIC SAFETY	-	-	-	100,000
	Intergovernmental Revenues	1,330	570,051	67,841	356,474
Investments Income					
207-0000-361.05-00	INTEREST EARNED	621	-	-	-
	Investments Income	621	-	-	-
Other Financing Sources					
207-0000-391.02-09	TRANSFER IN FROM FUND 209	36,300	-	-	-
	Other Financing Sources	36,300	-	-	-
	Law Enforcement Grant Revenues	\$ 38,252	\$ 570,051	\$ 67,841	\$ 356,474
Law Enforcement Grant Expenditures					
Supplies					
207-6000-441.41-10	OFFICE	\$ -	\$ -	\$ 1,900	\$ -
207-6000-441.41-35	PRINT SUPPLIES	-	-	2,400	-
207-6000-441.41-99	OTHER	-	180,482	-	-
	Supplies	-	180,482	4,300	-
Support Services					
207-6000-441.44-30	TRAINING AND TRAVEL	-	-	4,300	-
	Support Services	-	-	4,300	-
Minor Capital					
207-6000-441.46-35	EQUIPMENT AND MACHINERY	-	180,569	198,040	111,001
	Minor Capital	-	180,569	198,040	111,001
Professional Services					
207-6000-441.47-05	MEDICAL / COUNSELING	-	15,000	6,400	-
207-6000-441.47-30	ACCOUNTING SERVICES	-	-	-	6,896
	Professional Services	-	15,000	6,400	6,896
Designated Expense					
207-6000-441.50-20	RESERVE APPROPRIATION	-	-	-	238,577
	Designated Expense	-	-	-	238,577
Grants					
207-6000-441.55-43	GRANTS TO OTHER AGENCIES	1,330	-	-	-
	Grants	1,330	-	-	-
Capital Outlay					
207-6000-441.61-40	COMPUTER EQUIP/SOFTWARE	-	194,000	-	-
	Capital Outlay	-	194,000	-	-
	Law Enforcement Grant Expenditures	\$ 1,330	\$ 570,051	\$ 213,040	\$ 356,474

Revenue Summary

Animal Control Donations

General Resources

Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 102,074	\$ 185,122	\$ 255,109	\$ 84,000
(97,369)	14,617	(113,484)	-
\$ 4,705	\$ 199,739	\$ 141,625	\$ 84,000

Expenditure Summary

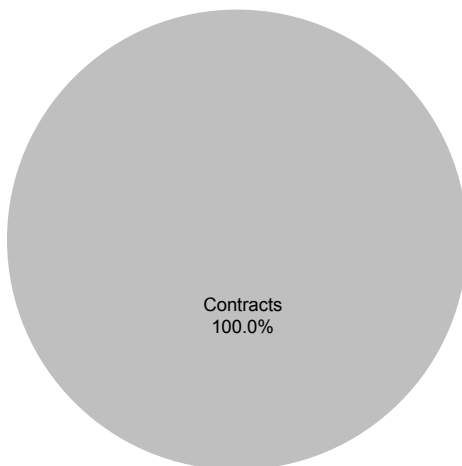
Materials & Supplies

Contracts

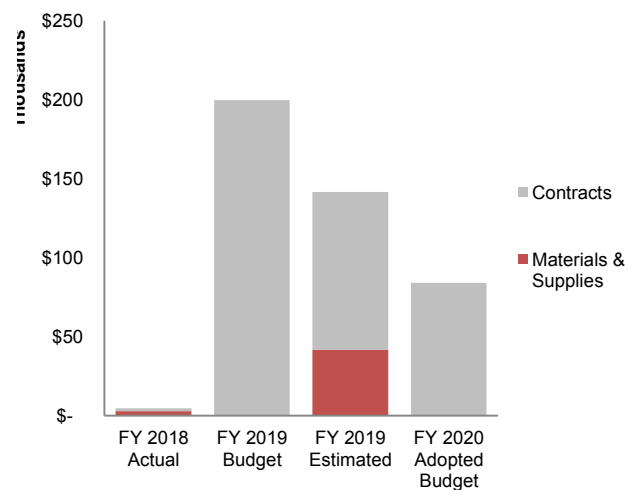
Total

FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Adopted Budget
\$ 2,752	\$ -	\$ 41,625	\$ -
1,953	199,739	100,000	84,000
\$ 4,705	\$ 199,739	\$ 141,625	\$ 84,000

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Animal Control Donations Revenues					
Investments Income					
247-0000-361.05-00	INTEREST EARNED	\$ 787	\$ -	\$ -	\$ -
	Investments Income	787	-	-	-
Contribution/Donations					
247-0000-381.01-10	ANIMAL CONTROL DONATIONS	22,074	185,122	255,109	14,000
247-0000-381.01-11	PETCO GRANT	80,000	-	-	70,000
	Contribution/Donations	102,074	185,122	255,109	84,000
Animal Control Donations Revenues					
		\$ 102,074	\$ 185,122	\$ 255,109	\$ 84,000
Animal Control Donations Expenditures					
Supplies					
247-3070-428.41-75	MEDICAL AND CHEMICAL	\$ 1,002	\$ -	\$ 3,941	\$ -
	Supplies	1,002	-	3,941	-
Repair and Maintenance					
247-3070-428.42-90	MAINTENANCE	-	-	1,885	-
	Repair and Maintenance	-	-	1,885	-
Minor Capital					
247-3070-428.46-35	EQUIPMENT AND MACHINERY	1,750	-	35,799	-
	Minor Capital	1,750	-	35,799	-
Professional Services					
247-3070-428.47-04	VETERINARY SERVICES	1,953	199,739	100,000	-
	Professional Services	1,953	199,739	100,000	-
Designated Expenses					
247-3070-428.50-20	RESERVE APPROPRIATION	-	-	-	84,000
	Designated Expenses	-	-	-	84,000
Animal Control Donations Expenditures					
		\$ 4,705	\$ 199,739	\$ 141,625	\$ 84,000

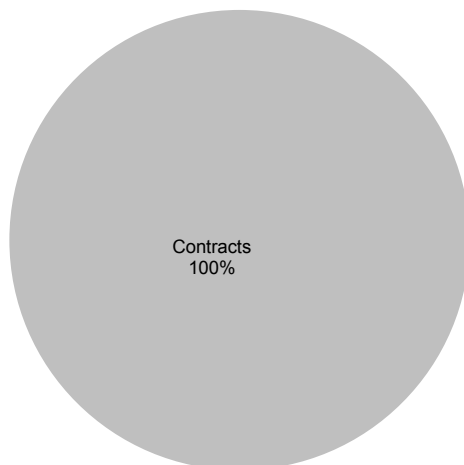
Revenue Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Ad Valorem- City of Killeen	\$ 115,022	\$ 132,512	\$ 137,791	\$ 205,121
Ad Valorem- Bell County	64,628	79,723	77,436	123,407
Ad Valorem- Central Texas College	21,473	24,141	25,496	37,369
Interest Earned	9,529	2,200	16,686	10,000
General Resources	(210,652)	(238,576)	(257,409)	974,860
Total	\$ -	\$ -	\$ -	\$ 1,350,757

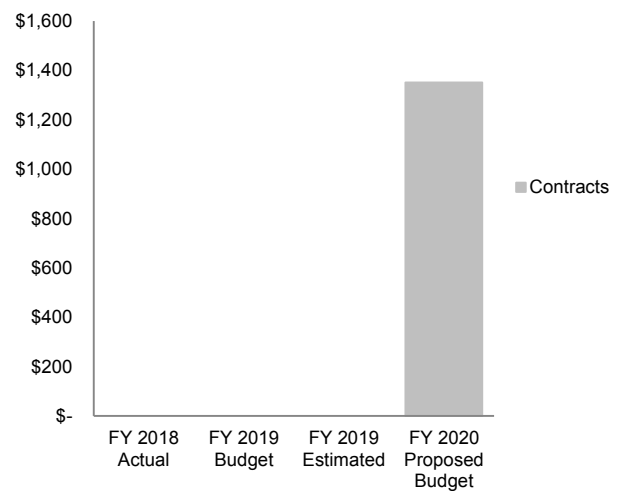
Expenditure Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Estimated	FY 2020 Proposed Budget
Contracts	\$ -	\$ -	\$ -	\$ 1,350,757
Total	\$ -	\$ -	\$ -	\$ 1,350,757

Department Expenditures



Department Expenditures History



Account	Description	FY 2018 Actual	FY 2019 Adopted Budget	FY 2019 Estimated Actual	FY 2020 Proposed Budget
Tax Increment Fund Revenues					
Taxes					
235-0000-310.05-01	CITY OF KILLEEN	\$ 115,022	\$ 132,512	\$ 137,791	\$ 205,121
235-0000-310.05-02	BELL COUNTY	64,628	79,723	77,436	123,407
235-0000-310.05-03	CENTRAL TEXAS COLLEGE	21,473	24,141	25,496	37,369
	Taxes	201,123	236,376	240,723	365,897
Investments Income					
235-0000-361.05-00	INTEREST EARNED	9,529	2,200	16,686	10,000
235-0000-361.05-10	INVESTMENT EXPENSE	-	(100)	-	-
	Investments Income	9,529	2,100	16,686	10,000
	Tax Increment Fund Revenues	\$ 210,652	\$ 238,476	\$ 257,409	\$ 375,897
Tax Increment Fund Expenditures					
Designated Expenses					
235-9202-415.50-20	RESERVE APPROPRIATION	\$ -	\$ -	\$ -	\$ 1,350,757
	Designated Expenses	-	-	-	1,350,757
	Tax Increment Fund Expenditures	\$ -	\$ -	\$ -	\$ 1,350,757



FY 2020 Proposed Budget Presentation

Fund: Multiple Funds

Department: Capital Improvement
Program

Division: Capital Improvement Program

All Funds

CIP Fund Summary - FY 2020

	Amount
Bonds	\$ 1,540,000
Governmental CIP Fund	7,096,052
Solid Waste CIP Fund	3,570,995
Water & Sewer CIP Fund	5,127,700
Aviation CFC/PFC Funds	693,266
Grants	600,000
Drainage CIP Fund	1,429,000
Total	<u><u>\$ 20,057,013</u></u>



Governmental

CIP Fund Summary - FY 2020

CIP FUNDING SOURCE

	CIP	Total
Fleet Replacement Program	\$ 2,526,400	\$ 2,526,400
Chaparral Road Widening	1,800,000	1,800,000
Mohawk Drive	1,500,000	1,500,000
Lion's Club Park Field Lights	540,000	540,000
Bunny Trail & Clear Creek Signalization	350,000	350,000
HVAC Replacement Program	310,500	310,500
Golf Capital Improvement	37,000	37,000
HSIP Sidewalk Improvements	32,152	32,152
Total	\$ 7,096,052	\$ 7,096,052



Aviation Funds

CIP Summary - FY 2020

CIP FUNDING SOURCES

	Grants	PFC	CFC	Total
PFC Projects	\$ -	\$ 593,266	\$ -	\$ 593,266
Terminal Apron Rehabilitation	500,000	-	-	500,000
Install Apron Lighting	100,000	-	-	100,000
WiFi Rental Car Lot	-	-	100,000	100,000
Total	\$ 600,000	\$ 593,266	\$ 100,000	\$ 1,293,266



Water & Sewer Fund

CIP Summary - FY 2020

CIP FUNDING SOURCES

	Bonds	CIP	Total
Chaparral Rd Wastewater Improvements	\$ -	\$ 2,000,000	\$ 2,000,000
South Water Supply	-	1,500,000	1,500,000
Septic Tank Elimination, Ph XI	900,000	-	900,000
Water System Improvements	-	-	-
Replacement W&S Parking Lot	-	500,000	500,000
Renovation of W&S Building	-	450,000	450,000
Fleet Replacement Program	-	349,000	349,000
Moving Irrigation at Golf Course	-	130,000	130,000
EPA Regulatory Increases	-	92,000	92,000
Valve & Fire Hydrant Program	-	55,000	55,000
Water Loss/Conservation Program Vehicle	-	26,700	26,700
Equipment & Machinery	-	25,000	25,000
Total	\$ 900,000	\$ 5,127,700	\$ 6,027,700



Drainage Fund

CIP Summary - FY 2020

CIP FUNDING SOURCES

	Bonds	CIP	Total
Valley Ditch, Phase 2	\$ -	\$ 675,000	\$ 675,000
Valley Ditch	590,000	-	590,000
Greenforest Circle Drainage	-	390,000	390,000
Minor CIPs	-	325,000	325,000
Wolf Ditch	50,000	-	50,000
Fleet Replacement Program	-	39,000	39,000
Total	\$ 640,000	\$ 1,429,000	\$ 2,069,000



Solid Waste Fund

CIP Summary - FY 2020

CIP FUNDING SOURCE

	CIP	Total
Fleet Replacement Program	\$ 1,579,000	\$ 1,579,000
Transfer Station Tipping Floor	1,000,000	1,000,000
Additional Residential Vehicles	915,000	915,000
Machinery & Equipment	76,995	76,995
Total	\$ 3,570,995	\$ 3,570,995



Decision Packages Approved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				



Decision Packages Disapproved by City Manager

Description	Priority	Expense	Revenue	Net Cost
None				



City Manager's Comments

